

MACCRAY ISD 2180
Clara City, MN 56222
High School Media Center and Zoom if needed
Monday, February 8, 2021
6:00 pm

TENTATIVE AGENDA

- 1.0 Call to Order
- 2.0 Pledge of Allegiance
- 3.0 Approval of the Agenda/Additions/Deletions
- 4.0 Public Comment – S. Vogel
- 5.0 Consent Agenda – Action Required
 - 5.1 Adoption of Minutes
 - 5.2 Approve payment of bills and financial report.
 - 5.3 Approve teacher contract for 21-22 school year – S. Stark
 - 5.4 Approve Paraprofessional employment agreement – M. Esparza
 - 5.5 Approve paraprofessional employment agreement –
 - 5.6
- 6.0 Communication Report
 - 6.1 Administrative Reports
 - 6.1.1 Denise Smith, Community Education – Feb. Flyer
 - 6.1.2 Jim Trulock, Activities Director
 - 6.1.3 Judd Wheatley, Elementary Principal -Data Report
 - 6.1.4 Melissa Sparks, High School Principal
 - 6.1.5 Sherri Broderius, Superintendent
 - 6.2 Committee Reports
- 7.0 Discussion items – No action required
- 8.0 Business items – Action Required
 - 8.1 Approve Policy 707 – Transportation of Public School Students
 - 8.2 Approve Policy 709 – Student Transportation Safety Policy
 - 8.3 Approve Policy 710 – Extracurricular Transportation
 - 8.4 Approve Policy 711 – Video Recording on School Buses
- 9.0 Upcoming Meetings
 - 9.1 Regular Board Meeting, Monday, March 8, 2021, HS Media Center/Zoom, 6pm.
 - 9.2 Regular Board Meeting, Monday, April 12, 2021, HS Media Center/Zoom, 6pm.
 - 9.3 Regular Board Meeting, Monday, May 10, 2021, HS Media Center/Zoom, 6pm.
 - 9.4
- 10.0 Adjournment

**Proceedings of the Board of Education
Independent School District #2180
Regular Meeting #7
January 11, 2021
6:00 PM
High School Media Center**

Members Present: Lane Schwitters, Scott Ruitter, Tate Mueller, Carmel Thein, Julie Alsum
Others Present: Sherri Broderius, Superintendent; Melissa Sparks, HS Principal; Judd Wheatley,
Elementary Principal, Kim Sandry, Business Manager, Jim Trulock, Activities Director, Denise Smith,
Community Ed Director, Dan Hiemenz, ICS.

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

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

Annual Reorganization:

Election of Officers:

Board Chair:

Nominations: Julie Alsum by Ruitter.
Alsum declared Board Chair.

Vice Chair:

Nomination: Schwitters by Alsum.
Schwitters declared Vice-Chair.

Clerk:

Nominations: Thein by Schwitters.
Thein declared Clerk.

Treasurer:

Nominations: Ruitter by Thein.
Ruitter declared Treasurer.

Committee Appointments:

Motion by Ruitter, second by Thein, to appoint the following board members to the committees as listed.
Motion carried by unanimous vote.

Community Education: Deb Brandt
Continuing Education: Carmel Thein
District Advisory Committee: Tate Mueller
Facilities/Health and Safety: Tate Mueller, Julie Alsum, Carmel Thein
Finance/Negotiations: Julie Alsum, Scott Ruitter, Carmel Thein.
LCTN Governing Board: Julie Alsum
Legislative Liaison (MSBA/MREA): Deb Brandt
Transportation: Lane Schwitters, Tate Mueller
Meet and Confer: Lane Schwitters, Scott Ruitter

Board Compensation Rates:

Motion by Thein, second by Schwitters, to set the Board compensation rates as listed below. Motion
carried by unanimous vote.

Regular Board meeting: \$100

Committee Meeting: \$75
Meetings over 4 hours: \$100
All Day Working Sessions: \$100
MSBA/MREA Workshops: \$75
MSBA/MREA Workshops over 4 hours: \$100
Chair: \$500
Clerk: \$100
Treasurer: \$100
Mileage: Federal Mileage Rate \$.56

Official Designation:

Motion by Schwitters, second by Mueller, to set the official designations as follows. Motion carried by unanimous vote.

Depositories: Citizen's Alliance Bank, Heritage Bank, MSDLAF
Meeting Dates: Second Monday of every month in the Media Center at the High School
Meeting Time: 6:00 pm
Official Newspaper: Clara City Herald
Notification Methods: District Office, MACCRAY website
Legal Counsel: Kennedy and Graven, Chartered

Signature Authorizations:

Motion by Thein, second by Schwitters, to set the following signature authorizations as follows. Motion carried by unanimous vote.

Electronic Fund Transfers – Kim Sandry, Business Manager
- Cathy Schueler, Accounts Payable/Student Activities
- Nicole Kray Niemeyer Payroll/Purchasing
- Scott Ruitter, Treasurer
- Julie Alsum, Chair
All Other Accounts and CD's: Kim Sandry, Business Manager
Cathy Schueler, Accounts Payable/Student Activities
- Nicole Kray Niemeyer, Payroll/Purchasing

Safe Keeping Investment Securities:

Motion by Ruitter, second by Mueller, to authorize the Business Manager to make investments in Federally insured/secured accounts which will yield the greatest interest rates and approve United Banker's Bank as Safe keeper of Citizen's Alliance Bank's pledged collateral as required by MN Statute 118A.03. Motion carried by unanimous vote.

Public Comment – None

Approval of Consent Agenda:

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

Adoption of Minutes.
Approve the payment of bills and financial report.
Approve Family Medical Leave – T. Suchanek
Approve Family Medical Leave – E. Torkelson
Approve Winter Weight Room Coach – C. Christopher
Approve Distance Learning Liaison Contract – A. Hovda
Approve Distance Learning Liaison Contract – M. Rieger
Approve Long-term paraprofessional sub – B. Kimpling

Communications Reports:

Denise Smith, Comm. Ed: Update on Winter Activities, Student Age Care during Distance Learning.

Jim Trulock, Activities Report: Update on Winter activities and MSHSL protocols and rules.

Judd Wheatley, Elem Report:

Melissa Sparks, HS Report: Planning/Registration for 21-22, Covid mitigation, WCCEO

Sherri Broderius, Supt: Covid Learning Model update, ESSER funds, funding.

Discussion Items:

Business Items:

Motion by Schwitters, second by Mueller, to appoint Sherri Broderius to act as the Identified Official with Authority (IoWA) and Kim Sandry as the IoWA to add and remove names only for the MACCRAY School District 2180-01. Call vote: Schwitters, yes, Alsum, yes, Thein, yes, Ruitter, yes, Mueller, yes. Resolution passed.

Motion by Ruitter, second by Mueller, to approve the contract for PACT for Families Membership. Motion carried by unanimous vote.

Motion by Schwitters, second by Thein, directing administration to make recommendations for reduction in programs and positions and the reason there for. Motion carried by unanimous vote.

Motion by Mueller, second by Ruitter, to approve the 2021-2022 School Calendar. Motion carried by unanimous vote.

Motion by Thein, second by Ruitter, to approve the resolution for approval of change order decision making authority as attached. Resolution passed and adopted.

Motion by Thein, second by Schwitters to approve the resolution for approval of ISD #2180 MACCRAY Public School k-12 Building Additions and Improvement Project Bid Award as attached. Resolution passed and adopted.

Meetings and Workshops:

Regular Board Meeting, Feb. 8, 6:00pm HS Media Center/Zoom.

Regular Board Meeting, March 8, 6pm HS Media Center/Zoom.

Regular Board Meeting, April 12, 6pm HS Media Center/Zoom.

Adjournment of Meeting

Motion by Rutier, second by Thein, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 7:16 pm.

Respectfully submitted,
Carmel Thein, Clerk
Kim Sandry

Member Thein (POC member) introduced the following resolution and

moved for its adoption:

BACKGROUND: It is understood that construction renovation projects may be accompanied by change orders to the construction contract, which may impact construction scope, duration, and/or budget. These change orders may arise due to unforeseen conditions, design changes, contractor requests, or owner requests. Typically, change order construction will not proceed until approval of the submitted change order is received by the acting contractor.

WHEREAS in an effort to streamline the construction change order review and approval process, the following levels of construction change order approval and decision-making authority are recommended by the Bond Oversight Committee:

- Level 1 Approval Authority – **Sherri Broderius and Kim Sandry**
 - Approval of all change orders up to a limit of \$25,000.00
- Level 2 Approval Authority – **Project Oversight Committee (POC)**
 - Approval of all change orders exceeding \$25,000.00 to a limit of \$125,000.00
- Level 3 Approval Authority – **ISD #2180 School Board**
 - Approval of all change orders exceeding \$125,000.00

Primary review and comment of all change orders will be performed by ICS. Change orders passing primary review and comment will be forwarded to the Design team for secondary review and comment. Change orders that have cleared primary and secondary review and comment will then be presented to the appropriate level of Change Order Decision Making Authority for final approval.

WHEREAS the approval levels of decision-making authority will comply as noted above. Approval of this resolution is recommended by the Bond Oversight Committee representing Independent School District No. 2180.

THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 2180 that the Resolution for Approval of Change Order Decision Making Authority be approved as presented.

The motion for adoption of the foregoing resolution was duly seconded by

Member Ruiter and upon vote being taken thereon, the following voted in favor thereof:

Thein, Schwitters, Alsum, Ruiter, Mueller and the following voted against the same: None

The foregoing resolution was approved this 11th day of January, 2021.

Member Thein (POC member) introduced the following resolution and

moved for its adoption:

WHEREAS, The MACCRAY K-12 Building Additions and Improvement Project is part of the 2019 Bond Referendum previously approved by the ISD #2180 school board. This resolution is to accept the bids received for the individual Work Scope Prime Contractors as submitted via sealed bids on December 10, 2020 at 2:00 pm; and those bids were opened and read aloud at 2:30 pm. The Project Oversight Committee (POC) and ICS met on January 6, 2021 to review and recommend award to the remaining Work Scopes as outlined below:

Work Scope #13 & 14: Floor to Ceiling	\$ 1,257,636.00
Base Bid:	\$ 894,636.00
Alternate #7a:	\$ 363,000.00
Work Scope #23: Mechanical – Masters Plumbing/Heating	\$389,500.00
Base Bid:	Awarded at the 12/21/20 Board Meeting
Alternate #1d:	\$ 389,500.00

TOTAL CONTRACT AWARD \$ 1,647,136.00

THEREFORE, BE IT RESOLVED:

1. ISD #2180 – MACCRAY Public Schools award the Work Scopes outlined above in the total amount of \$1,647,136.00 and authorized ICS (the District’s Program Manager) to begin drafting the necessary Contracts for this project.

The motion for adoption of the foregoing resolution was duly seconded by

Member Schwitters and upon vote being taken thereon, the following voted in favor thereof:

Thein, Schwitters, Alsum, Ruiter, Mueller and the following voted against the same:

The foregoing resolution was approved this 11th day of January 2020.

INVESTMENTS OUTSTANDING

June 30, 2020

MSDMAX Fund – MSDLAF

MSDMAX Fund Balance as of June 30, 2020	\$2,266.31
Interest - July 31, 2020	\$.39
Interest – August 31, 2020	\$.29
Interest – Sept. 30, 2020	\$.23
Interest – October 31, 2020	\$.08
Interest – November 30, 2020	\$.13
Interest – December 31, 2020	\$.08
Interest – January 31, 2021	\$.13
BALANCE	<u>\$2,267.64</u>

LIQUID ASSET FUND

Money Market Balance as of June 30, 2020	\$1,542.25
Interest – July 31, 2020	\$.14
Interest – August 31, 2020	\$.07
Interest – Sept. 30, 2020	\$.05
Interest – October 31, 2020	\$.03
Interest – November 30, 2020	\$.06
Interest – December 31, 2020	\$.03
Interest – January 31, 2021	\$.06
BALANCE	<u>\$1,542.69</u>

Heritage Bank N.A. (Savings)

Balance on June 30, 2020	\$46,030.28
Interest – July 31, 2020	\$12.90
Interest – August 31, 2020	\$12.20
Interest – Sept. 30, 2020	\$9.84
Interest – October 31, 2020	\$7.22
Interest – November 30, 2020	\$10.17
Interest – December 31, 2020	\$9.20
Interest – January 31, 2021	\$6.96
BALANCE	<u>\$46,101.40</u>

Citizens Alliance Bank

Special Money Market Savings

Balance as of June 30, 2020	\$4,215,124.28
Interest – July 31, 2020 (Transfer out \$550,000)	\$1002.07
Interest – Aug. 31, 2020 (Transfer in \$200,000)	957.12
Interest – Sept. 30, 2020 (Transfer in \$200,000)	\$1001.20
Interest – October 31, 2020	\$1003.09
Interest – November 30, 2020 (Transfer in \$300,000)	\$1086.71
Interest – December 31, 2020 (Transfer out \$1,550,000)	\$912.16
Interest – January 31, 2021 (Transfer in \$300,000)	\$580.90
BALANCE	<u>\$3,121,667.53</u>

Ind. School District #2180
Exp Summary - Fd, Pro Series
Period Ending January 31, 2021

Sequence: Fd, Pro

		21ORIG											
Description		Annual Budget	Period 202107	Year To Date	% YTD Encumbrances	% YTD + Enc	Remaining Balance						
01	General												
	000 Administration	668,583.00	67,935.20	418,214.08	63%	728.00	63%	249,640.92					
	100 District Support Services	292,865.00	(32,874.21)	172,366.33	59%	0.00	59%	120,498.67					
	200 Elem & Secondary Regular Instr	4,201,440.00	345,247.89	1,843,841.27	44%	6,393.79	44%	2,351,204.94					
	300 Vocational Education Instr	210,757.00	14,806.82	93,173.49	44%	1,599.36	45%	115,984.15					
	400 Special Education Instr	1,662,398.00	134,378.85	822,674.86	49%	175.98	49%	839,547.16					
	600 Instructional Support Services	381,138.00	30,794.46	323,118.00	85%	9,605.37	87%	48,414.63					
	700 Pupil Support Services	948,870.00	132,326.54	586,670.24	62%	19.95	62%	362,179.81					
	800 Sites & Buildings	722,520.00	62,264.75	482,448.85	67%	4,832.48	67%	235,238.67					
	900 Fiscal & Other Fixed Costs	96,000.00	0.00	102,520.38	107%	0.00	107%	(6,520.38)					
01	General	9,184,571.00	754,880.30	4,845,027.50	53%	23,354.93	53%	4,316,188.57					
02	Food Service												
	700 Pupil Support Services	499,585.00	33,970.55	225,756.13	45%	0.00	45%	273,828.87					
02	Food Service	499,585.00	33,970.55	225,756.13	45%	0.00	45%	273,828.87					
04	Community Service												
	500 Community Ed & Services	550,483.00	44,508.45	249,861.94	45%	0.00	45%	300,621.06					
04	Community Service	550,483.00	44,508.45	249,861.94	45%	0.00	45%	300,621.06					
05	Capital Outlay												
	200 Elem & Secondary Regular Instr	0.00	0.00	22,069.85	0%	17,742.86	0%	(39,812.71)					
	600 Instructional Support Services	66,000.00	0.00	13,919.55	21%	0.00	21%	52,080.45					
	800 Sites & Buildings	295,151.00	77,767.02	184,119.42	62%	0.00	62%	111,031.58					
05	Capital Outlay	361,151.00	77,767.02	220,108.82	61%	17,742.86	66%	123,299.32					
06	Building Constructio												
	800 Sites & Buildings	0.00	232,757.19	1,587,791.73	0%	0.00	0%	(1,587,791.73)					
06	Building Constructio	0.00	232,757.19	1,587,791.73	0%	0.00	0%	(1,587,791.73)					
07	Debt Redemption												
	900 Fiscal & Other Fixed Costs	2,205,070.00	0.00	2,807,395.03	127%	0.00	127%	(602,325.03)					
07	Debt Redemption	2,205,070.00	0.00	2,807,395.03	127%	0.00	127%	(602,325.03)					
Report Totals:		12,800,860.00	1,143,883.51	9,935,941.15	78%	41,097.79	78%	2,823,821.06					

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		52636	5014	Check	1	4798	Braun Intertec Corporation		Yes	No	No	01/13/2021	2,476.25
BND2		52635	5015	Check	1	4559	ICS		Yes	No	No	01/13/2021	230,280.94
Bank Total: \$232,757.19													
Pay		52643		Wire	1	00867	PERA		No	No	No	01/15/2021	11,365.76
Pay		52644		Wire	1	00868	MN Teachers Retirement Assoc.		No	No	No	01/15/2021	26,205.31
Pay		52645		Wire	1	2181	Aviben		No	No	No	01/15/2021	13,528.62
Pay		52646		Wire	1	2385	MN Department of Revenue		No	No	No	01/15/2021	7,977.34
Pay		52647		Wire	1	2875	Internal Revenue Service		No	No	No	01/15/2021	54,872.02
Pay		52723		Wire	1	00867	PERA		No	No	No	01/29/2021	10,986.69
Pay		52724		Wire	1	00868	MN Teachers Retirement Assoc.		No	No	No	01/29/2021	28,089.81
Pay		52725		Wire	1	2181	Aviben		No	No	No	01/29/2021	13,628.63
Pay		52726		Wire	1	2385	MN Department of Revenue		No	No	No	01/29/2021	8,461.47
Pay		52727		Wire	1	2875	Internal Revenue Service		No	No	No	01/29/2021	57,857.37
Pay		52581	53606	Check	1	2181	Aviben		Yes	No	No	01/06/2021	112.54
Pay		52580	53607	Check	1	1817	Bennett Office Technologies		Yes	No	No	01/06/2021	1,356.09
Pay		52582	53608	Check	1	2195	Central MN Christian School		Yes	No	No	01/06/2021	125.00
Pay		52577	53609	Check	1	00379	Donners Service Station		Yes	No	No	01/06/2021	83.80
Pay		52584	53610	Check	1	2541	Haug-Kubota LLC		Yes	No	No	01/06/2021	6.22
Pay		52579	53611	Check	1	00763	Pan-O-Gold Baking Company		Yes	No	No	01/06/2021	19.80
Pay		52583	53612	Check	1	2347	Rochester Telecom Systems		Yes	No	Yes	01/06/2021	0.00
Pay		52587	53613	Check	1	3797	Running Supply Inc.		Yes	No	No	01/06/2021	159.91
Pay		52586	53614	Check	1	2943	Sweep Hardware		Yes	No	No	01/06/2021	163.46
Pay		52578	53615	Check	1	00457	Torkelson's Lock Service		Yes	No	No	01/06/2021	220.00
Pay		52585	53616	Check	1	2923	VISA - CABank		Yes	No	No	01/06/2021	2,768.63
Pay		52589	53617	Check	1	2347	Rochester Telecom Systems		Yes	No	No	01/06/2021	329.36
Pay		52590	53618	Check	1	4825	MN BPA		Yes	No	No	01/06/2021	800.00
Pay		52591	53619	Check	1	4825	MN BPA		Yes	No	No	01/06/2021	250.00
Pay		52609	53620	Check	1	4016	Almich's Market		Yes	No	No	01/08/2021	37.83
Pay		52607	53621	Check	1	3851	Blick Art Materials		Yes	No	No	01/08/2021	93.27
Pay		52604	53622	Check	1	2450	Brothers Fire Protection Co.		Yes	No	No	01/08/2021	2,461.43
Pay		52603	53623	Check	1	2195	Central MN Christian School		Yes	No	No	01/08/2021	375.00
Pay		52595	53624	Check	1	00246	City of Raymond		Yes	No	No	01/08/2021	80.74
Pay		52596	53625	Check	1	00251	Clara City Implement		Yes	No	No	01/08/2021	12.76
Pay		52594	53626	Check	1	00048	Clara City Telephone Company		Yes	No	No	01/08/2021	702.85
Pay		52597	53627	Check	1	00299	Countryside Public Health Serv		Yes	No	No	01/08/2021	264.00
Pay		52610	53628	Check	1	4503	Device Repair - Marshall		Yes	No	No	01/08/2021	410.00
Pay		52602	53629	Check	1	1427	East Side Jersey Dairy, Inc		Yes	No	No	01/08/2021	529.97
Pay		52613	53630	Check	1	4771	Global Language Connections		Yes	No	No	01/08/2021	408.30

Ind. School District #2180

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		52612	53631	53631	Check	1	4626	Kubota Leasing		Yes	No	No	01/08/2021	583.78
Pay		52608	53632	53632	Check	1	3961	New Dominion School		Yes	No	No	01/08/2021	3,963.04
Pay		52606	53633	53633	Check	1	3498	New London Spicer School		Yes	No	No	01/08/2021	1,000.00
Pay		52611	53634	53634	Check	1	4553	Nordic Solar HoldCo Phase 2, LLC		Yes	No	No	01/08/2021	5,906.54
Pay		52600	53635	53635	Check	1	00763	Pan-O-Gold Baking Company		Yes	No	No	01/08/2021	56.10
Pay		52614	53636	53636	Check	1	4826	Rosenau, Tanya		Yes	No	No	01/08/2021	55.05
Pay		52605	53637	53637	Check	1	2496	SHI International Corp		Yes	No	No	01/08/2021	1,049.90
Pay		52615	53638	53638	Check	1	4827	Spieker, Susan		Yes	No	No	01/08/2021	128.50
Pay		52598	53639	53639	Check	1	00308	SW & WC Service Cooperative		Yes	No	No	01/08/2021	4,246.67
Pay		52599	53640	53640	Check	1	00734	Tostenson, Inc.		Yes	No	No	01/08/2021	438.77
Pay		52601	53641	53641	Check	1	00905	Trulock, James		Yes	No	No	01/08/2021	173.65
Pay		52616	53642	53642	Check	1	4828	Wheatley, Joanne		Yes	No	No	01/08/2021	42.50
Pay		52617	53643	53643	Check	1	3945	Firefly Computers		Yes	No	No	01/08/2021	1,110.00
Pay		52618	53644	53644	Check	1	4829	Riverside Insights		Yes	No	No	01/08/2021	113.38
Pay		52619	53645	53645	Check	1	4830	Trafera, LLC		Yes	No	No	01/08/2021	125.00
Pay		52620	53646	53646	Check	1	3130	BCA		Yes	No	No	01/08/2021	15.00
Pay		52626	53647	53647	Check	1	2359	Amazon.com		Yes	No	No	01/13/2021	4,683.60
Pay		52631	53648	53648	Check	1	4329	Broderius, Sherri		Yes	No	No	01/13/2021	57.12
Pay		52633	53649	53649	Check	1	4801	Clara City Speedway		Yes	No	No	01/13/2021	32.30
Pay		52625	53650	53650	Check	1	1762	Donners Crossroads Truckstop		Yes	No	No	01/13/2021	12.83
Pay		52628	53651	53651	Check	1	3592	Dooley's Natural Gas		Yes	No	No	01/13/2021	14,963.57
Pay		52630	53652	53652	Check	1	4194	Drex-mart		Yes	No	No	01/13/2021	104.22
Pay		52621	53653	53653	Check	1	00077	Farmers Coop Oil Co.		Yes	No	No	01/13/2021	308.07
Pay		52634	53654	53654	Check	1	4831	Huntington Public Capital Corp		Yes	No	No	01/13/2021	70,088.00
Pay		52629	53655	53655	Check	1	3962	Indianhead Foodservice Distributor		Yes	No	No	01/13/2021	1,273.54
Pay		52632	53656	53656	Check	1	4410	MIN PEIP		Yes	No	No	01/13/2021	80,339.10
Pay		52622	53657	53657	Check	1	00160	MIN State High School League		Yes	No	No	01/13/2021	223.00
Pay		52624	53658	53658	Check	1	01538	PACT 4 Families Collaborative		Yes	No	No	01/13/2021	1,066.50
Pay		52623	53659	53659	Check	1	00650	Prinsburg Farmers Coop		Yes	No	No	01/13/2021	19.52
Pay		52627	53660	53660	Check	1	3554	TRIO Supply Co		Yes	No	No	01/13/2021	575.46
Pay		52639	53661	53661	Check	1	2852	Alexandria Technical & Comm College		Yes	No	No	01/13/2021	15,050.99
Pay		52637	53662	53662	Check	1	00299	Countryside Public Health Serv		Yes	No	No	01/13/2021	426.00
Pay		52638	53663	53663	Check	1	1063	Ehlers & Associates, Inc.		Yes	No	No	01/13/2021	3,225.00
Pay		52640	53664	53664	Check	1	3646	Herman, Mark		Yes	No	No	01/13/2021	105.00
Pay		52642	53665	53665	Check	1	3887	Snow, Greg		Yes	No	No	01/13/2021	105.00
Pay		52641	53666	53666	Check	1	3660	Westby, Phil		Yes	No	No	01/13/2021	105.00
Pay		52649	53667	53667	Check	1	00878	American Family -AFLAC		Yes	No	No	01/15/2021	539.46
Pay		52653	53668	53668	Check	1	2985	Aviben		Yes	No	No	01/15/2021	3,155.44
Pay		52652	53669	53669	Check	1	1039	Citizens Alliance Bank		Yes	No	No	01/15/2021	510.00

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

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		52658	53670	Check	1	4802	Colonial Life		Yes	No	No	01/15/2021	887.70
Pay		52657	53671	Check	1	4594	Kensington Bank		Yes	No	No	01/15/2021	191.67
Pay		52654	53672	Check	1	3014	LegalShield		Yes	No	No	01/15/2021	12.95
Pay		52650	53673	Check	1	00880	MACCRAY Education Association		Yes	No	No	01/15/2021	3,318.58
Pay		52651	53674	Check	1	00881	NCPERS Group Life Ins.		Yes	No	No	01/15/2021	63.44
Pay		52656	53675	Check	1	4575	Old National Bank		Yes	No	No	01/15/2021	396.02
Pay		52655	53676	Check	1	3844	United Way of West Central MN		Yes	No	No	01/15/2021	10.00
Pay		52648	53677	Check	1	00023	UNUM Life Insurance Company		Yes	No	No	01/15/2021	240.66
Pay		52660	53678	Check	1	4145	Craigmile, Marc		Yes	No	No	01/19/2021	105.00
Pay		52659	53679	Check	1	3674	Kockelman, Duane		Yes	No	No	01/19/2021	105.00
Pay		52661	53680	Check	1	3035	Norland, Craig		Yes	No	No	01/19/2021	105.00
Pay		52662	53681	Check	1	00044	City of Clara City		Yes	No	No	01/20/2021	615.53
Pay		52664	53682	Check	1	00138	City of Maynard		Yes	No	No	01/20/2021	1,546.22
Pay		52663	53683	Check	1	00046	Clara City Herald		Yes	No	No	01/20/2021	1,042.18
Pay		52671	53684	Check	1	2991	GNA Surety		Yes	No	No	01/20/2021	125.00
Pay		52668	53685	Check	1	1427	East Side Jersey Dairy, Inc		Yes	No	No	01/20/2021	227.10
Pay		52673	53686	Check	1	3882	Haff, Ashley		Yes	No	No	01/20/2021	20.75
Pay		52676	53687	Check	1	4624	Image Printing & Graphics		Yes	No	No	01/20/2021	256.85
Pay		52674	53688	Check	1	3962	Indianhead Foodservice Distributor		Yes	No	No	01/20/2021	1,242.17
Pay		52669	53689	Check	1	1936	Palmer Bus Service, Inc		Yes	No	No	01/20/2021	83,768.71
Pay		52665	53690	Check	1	00763	Pan-O-Gold Baking Company		Yes	No	No	01/20/2021	62.70
Pay		52667	53691	Check	1	01912	Scan Air Filter, Inc.		Yes	No	No	01/20/2021	1,277.02
Pay		52670	53692	Check	1	2401	Scholastic Inc.		Yes	No	No	01/20/2021	75.00
Pay		52675	53693	Check	1	4428	Strunc, Amy		Yes	No	No	01/20/2021	77.22
Pay		52672	53694	Check	1	3099	Trish's Katering		Yes	No	No	01/20/2021	755.25
Pay		52666	53695	Check	1	00844	West Central Sanitation, Inc.		Yes	No	No	01/20/2021	806.20
Pay		52681	53696	Check	1	2359	Amazon.com		Yes	No	No	01/22/2021	1,870.01
Pay		52682	53697	Check	1	2450	Brothers Fire Protection Co.		Yes	No	No	01/22/2021	442.00
Pay		52679	53698	Check	1	01432	Chappell Central, Inc.		Yes	No	No	01/22/2021	4,343.31
Pay		52680	53699	Check	1	1427	East Side Jersey Dairy, Inc		Yes	No	No	01/22/2021	1,284.09
Pay		52678	53700	Check	1	00179	Ecolab Pest Elimination Division		Yes	No	No	01/22/2021	166.84
Pay		52688	53701	Check	1	4534	Fernholz, Jason		Yes	No	No	01/22/2021	105.00
Pay		52677	53702	Check	1	00105	Hillyard / Hutchinson		Yes	No	No	01/22/2021	1,009.07
Pay		52686	53703	Check	1	3962	Indianhead Foodservice Distributor		Yes	No	No	01/22/2021	2,909.82
Pay		52684	53704	Check	1	3414	Kimpling, Katie		Yes	No	No	01/22/2021	24.00
Pay		52687	53705	Check	1	4316	Marks, Rick		Yes	No	No	01/22/2021	105.00
Pay		52689	53706	Check	1	4829	Riverside Insights		Yes	No	No	01/22/2021	94.48
Pay		52683	53707	Check	1	2496	SHI International Corp		Yes	No	No	01/22/2021	1,674.40
Pay		52685	53708	Check	1	3887	Snow, Greg		Yes	No	No	01/22/2021	105.00

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

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		52690	53709	Check	1	4833	Sunderland, Jaclyn		Yes	No	No	01/22/2021	50.00
Pay		52693	53710	Check	1	4085	Schlenger Wenner & Co		Yes	No	No	01/22/2021	15,595.00
Pay		52694	53711	Check	1	2195	Central MN Christian School		Yes	No	No	01/26/2021	29,711.97
Pay		52702	53712	Check	1	3640	Bruer, Michael		Yes	No	No	01/27/2021	125.00
Pay		52705	53713	Check	1	4163	Dakota Mailing & Shipping Equipment, Inc.		Yes	No	No	01/27/2021	151.99
Pay		52704	53714	Check	1	3962	Indianhead Foodservice Distributor		Yes	No	No	01/27/2021	1,168.08
Pay		52697	53715	Check	1	2877	Matheson Tri Gas		Yes	No	No	01/27/2021	71.41
Pay		52696	53716	Check	1	2126	Menards - Willmar		Yes	No	No	01/27/2021	22.88
Pay		52703	53717	Check	1	3737	SNA		Yes	No	No	01/27/2021	107.00
Pay		52699	53718	Check	1	3099	Trish's Katering		Yes	No	No	01/27/2021	358.20
Pay		52695	53719	Check	1	00905	Trulock, James		Yes	No	No	01/27/2021	35.00
Pay		52698	53720	Check	1	2923	VISA - CABank		Yes	No	No	01/27/2021	2,997.31
Pay		52701	53721	Check	1	3639	Voorhees, Ritchie		Yes	No	No	01/27/2021	125.00
Pay		52700	53722	Check	1	3297	Wohlman, Julie		Yes	No	No	01/27/2021	15.05
Pay		52709	53723	Check	1	3640	Bruer, Michael		Yes	No	No	01/27/2021	105.00
Pay		52710	53724	Check	1	3653	Gullickson, Vance		Yes	No	No	01/27/2021	105.00
Pay		52708	53725	Check	1	1718	Schiller, Clint		Yes	No	No	01/27/2021	105.00
Pay		52713	53726	Check	1	1054	ACT, INC		Yes	No	No	01/29/2021	548.00
Pay		52716	53727	Check	1	2891	Baltic Networks.com		Yes	No	No	01/29/2021	737.57
Pay		52718	53728	Check	1	3851	Blick Art Materials		Yes	No	No	01/29/2021	162.00
Pay		52719	53729	Check	1	3945	Firefly Computers		Yes	No	Yes	01/29/2021	0.00
Pay		52714	53730	Check	1	1922	Frontier		Yes	No	No	01/29/2021	386.44
Pay		52720	53731	Check	1	4752	Glaeser, Cheryl Kay	Ind/Sole Proprietor	Yes	No	No	01/29/2021	2,400.00
Pay		52717	53732	Check	1	2992	Pitney Bowes Global Financial Services		Yes	No	No	01/29/2021	371.40
Pay		52712	53733	Check	1	01797	Purchase Power		Yes	No	No	01/29/2021	100.00
Pay		52715	53734	Check	1	2347	Rochester Telecom Systems		Yes	No	No	01/29/2021	77.26
Pay		52722	53735	Check	1	4833	Sunderland, Jaclyn		Yes	No	No	01/29/2021	55.00
Pay		52721	53736	Check	1	4832	ViewSonic Corporation		Yes	No	No	01/29/2021	1,183.00
Pay		52711	53737	Check	1	00666	West Central Roofing Cont.		Yes	No	No	01/29/2021	432.28
Pay		52729	53738	Check	1	00878	American Family -AFLAC		Yes	No	No	01/29/2021	539.46
Pay		52733	53739	Check	1	2985	Aviben		Yes	No	No	01/29/2021	3,155.44
Pay		52732	53740	Check	1	1039	Citizens Alliance Bank		Yes	No	No	01/29/2021	510.00
Pay		52738	53741	Check	1	4802	Colonial Life		Yes	No	No	01/29/2021	887.70
Pay		52737	53742	Check	1	4594	Kensington Bank		Yes	No	No	01/29/2021	191.67
Pay		52734	53743	Check	1	3014	LegalShield		Yes	No	No	01/29/2021	12.95
Pay		52730	53744	Check	1	00880	MACCRAY Education Association		Yes	No	No	01/29/2021	3,318.58
Pay		52731	53745	Check	1	00881	NCPERS Group Life Ins.		Yes	No	No	01/29/2021	63.44
Pay		52736	53746	Check	1	4575	Old National Bank		Yes	No	No	01/29/2021	396.02
Pay		52735	53747	Check	1	3844	United Way of West Central MN		Yes	No	No	01/29/2021	10.00

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

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		52728	53748	Check	1	00023	UNUM Life Insurance Company		Yes	No	No	01/29/2021	240.66
													\$638,815.28
SA		52588	21858	Check	1	2923	VISA - CABank		Yes	No	No	01/06/2021	180.00
SA		52692	21859	Check	1	3621	Minnesota FFA		Yes	No	No	01/22/2021	1,506.00
SA		52691	21860	Check	1	3083	Stumps		Yes	No	No	01/22/2021	48.54
SA		52707	21861	Check	1	4835	Levitz-Mickels, Ashley		Yes	No	No	01/27/2021	19.97
SA		52706	21862	Check	1	2923	VISA - CABank		Yes	No	No	01/27/2021	232.45
													\$1,986.96
									Report Total:				\$873,559.43

MACCRAY Schools Enrollment 20-21

	June 19-20	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	EOY
Pre-K	75	75	64	70	69	68	69	70	67				
K	62	46	52	54	54	56	56	56	55				
1	58	62	66	63	60	59	59	58	58				
2	69	58	60	58	58	59	59	59	58				
3	66	69	69	71	70	68	68	68	68				
4	44	66	65	60	58	59	59	58	59				
5	55	44	46	43	41	41	41	41	40				
6	55	55	56	52	52	52	52	51	51				
K-6 Subtotal	409	400	414	401	393	394	394	391	389	0	0	0	0
PreK-6 Subtotal	484	475	478	471	462	462	463	461	456	0	0	0	0
7	57	55	54	55	54	54	54	54	54				
8	61	57	61	58	59	59	59	59	59				
9	56	61	62	60	60	60	59	59	58				
10	55	56	57	54	54	52	51	50	49				
11	45	55	54	53	53	53	52	52	52				
12	36	45	47	46	46	46	46	46	45				
Subtotal	310	329	335	326	326	324	321	320	317	0	0	0	0
K-12 Total	719	729	749	727	719	718	715	711	706	0	0	0	0
P-12 Total	794	804	813	797	788	786	784	781	773	0	0	0	0



MACCRAY High School - Learning Model Switches to All In Beginning February 8th.

Data to support the switch:

County Data:

Chippewa County and Kandiyohi Counties have both steadily declined in numbers from 11/29/20-1/23/21 with only a slight uptick in Chippewa County.

Current numbers as of 1/23/21

Chippewa 174.85 to 24.98

Kandiyohi 182.15 - 24.15

Local Data:

As of February 4th we have 6 students between the grades of 7-12 who are quarantined with 0 staff quarantined.

80 staff members have received their first vaccination.

Over 50% of our staff do the saliva testing every two weeks.

Local data presents an accurate picture of our district. Families feel comfortable reaching out with questions to our school nurse, Laura Dannen and they follow her guidance.

Mitigation in place:

We have incorporated the following new/additional protocols since our return to hybrid education on January 7th, 2021:

1. We have evaluated classrooms regarding student capacity. When we are all in our PE 8 class will travel to the Bethany gym. The high school band will safely social distance and rehearse in the gym. The capacity for all other student spaces is adequate. Choir students can socially distance in their room.
2. Teachers have arranged their student desks to allow as much social distancing as possible.
3. Plexiglass is in all classrooms to create a barrier between the teacher and students as well as the para and the students that they work with.
4. We have reviewed the Safety Restart Blue Print through IEA to update our blueprint from August.

5. Additional floor signage has been added in the cafeteria so that students remain 6 feet apart when in line for lunch. Only one grade eats at a time to allow for students to spread out.
6. Common areas such as the library have chairs removed to allow for social distancing.
7. Student dismissal times are staggered. Odd number rooms leave on the bell, even number rooms leave one minute later. Students report immediately to advisory upon entering the building so there is minimal loitering in the hallways.
8. Posters are hung throughout the building to remind everyone to maintain social distancing and to wear their masks.
9. All staff were provided with face shields and encouraged to wear them in addition to their masks.

In addition to the above:

- Information will be continually posted to our website on a regular basis.
- Student leadership groups will create a video to promote following all in COVID protocols. This video will be shared with fellow students.
- Upper class student leaders are committed to serving as role models for younger students so that we can remain All In.

February 2021 Activities Director Report

- I. The MSHSL has come out with their plan that winter sports will be having section and state tournaments. The dates of state are set and will be in various venues. GBB and BBB will go on at the same time and be played at the Target Center. Dance and wrestling sites are still TBD. GBB, BBB & wrestling section dates and sites will be out this week. Dance will compete on March 6 in Montevideo.**
- II. The winter seasons are going fine although there are many frustrations with the mask rules and with fan numbers allowed etc. We are following the protocols the best we can but some things about our facilities make it difficult/impossible to to accomplish. We are continuing to tweek and make adjustments as we can.**
- III. The spring season details as far as starting date and ending dates have not been confirmed. The MSHSL continues to say that they are planning on us having a full season.**
- IV. MACCRAY withdrew from the “One Act” competition this year because we did not have enough time to prepare. Many other schools did as well and they had to re district because of it.**
- V. The Spelling Bee took place on 1/26 virtually within the district. Mrs. Sunderland said there were ten 5th & 6th graders that qualified and eight 7th & 8th graders. Kennedy Shamla in 5th grade won and competed virtually on Feb. 5.**
- VI. The BPA regional competition was done virtually this year. Mrs. Pieper had 34 students compete and they are still awaiting results.**
- VII. Math League has also been competing virtually. Today was the 5th competition and we have 13 students on the team. Mr. Olson said Grace Macht is currently in the top five in the district.**
- VIII. Mr. Macht said the Knowledge Bowl has had 3 virtual meets so far and although it has been challenging, he is happy with how the students are doing.**
- IX. Miss Ross recorded the fall play this past Saturday and will decide how to put that out for people to view.**



MACCRAY COMMUNITY ED & REC

February 2021 Program Flyer

Due to COVID-19, we did not do a full Winter/Spring 2021 booklet. Instead, we are doing monthly program flyers for February, March, and April. The flyers will contain ECFE, youth, and adult activities. There are some virtual classes listed by other organizations. Please read the descriptions carefully for different ways to register for those. For local ones, the registration form is on the last page. If you have any questions, please call me at 320-847-2154, extension 1323 or you can email me at smithd@maccray.k12.mn.us.



ECFE Love & Kindness Activity Bags

These activity bags will be filled with love and kindness themed crafts, STEM, and sensory activities. Bags will include a special love and kindness book and some parent resources. We will have bags for littles that are ages 1 and 2 and ones for pre-school ages 3-5. Limited number of bags, so register early!

Registration Deadline: Thursday, Feb. 4th

Pick-Up Date: Tuesday, Feb. 16th

Time: 5:30 – 6:30 p.m.

Location: High School – Main Entrance

Maximum: 20 for Littles Ages 1 & 2
30 for Preschool Ages 3-5

Cost: \$5.00 per activity bag

Youth Activities

Elementary After-School Art Club



Develop your artistic abilities and knowledge at Blue Ice Studios After-School Art Club. We will explore areas of art including color theory, styles of art, paint, drawing, charcoals/pastels, water colors and historic cultural art. Students will complete a new project every class with the theme of the week. Meet friends who love art as much as you do. Dress to get messy and bring a snack!

- Grades:** 3rd – 6th
Dates: February 9th through March 9th
Time: After School - 5:30 p.m.
Cost: \$30.00 (5 Sessions)
Location: HS Industrial Tech Room (Door #23)
Instructor: Ashley Lucas, Blue Ice Studio
Deadline to Register: February 4th



For 4-H virtual classes, the link listed for each class provides you more information about it. You will also use it to register for the class. Do **not** register through CER.



4-H Ag & Horticulture Afternoon Adventures

- z.umn.edu/DiggingDeeper
- Open to all grade levels; attend as a family
- Mondays, Feb. 1, Mar. 1, Apr. 5, May 3
- 4:00 p.m. - 4:45 p.m.



Tell **YOUR** story through video production!

- z.umn.edu/learnvideo
- Grades 8+
- Mondays, Feb. 1 - Mar. 8
- 4:30 p.m. - 5:30 p.m.



That's Where That Comes From?

- z.umn.edu/TWTCF
- Grades 5-8
- Tuesdays, Feb. 2-Mar. 9
- 4:00 p.m. - 5:00 p.m.



4-H Comfort Food: Soups & Stews

- z.umn.edu/comfortfood
- Grades 3+
- Wednesdays, Feb. 3-Mar. 3
- Time - at your convenience



Winter Puppetry Workshop

- z.umn.edu/PerformingArts2021
- Two sessions - Gr 7+; Grades 3-6
- Monday, Feb. 8, 7:00 - 8:00 p.m. for Gr. 7+
- Monday, Feb.15, 4:00 - 5:00 p.m. for Gr. 3-6



Winter/Spring Tasty Tuesdays

- z.umn.edu/TastyTuesday
- Open to all grade levels; attend as a family
- Tuesdays, Feb. 9, 23; Mar. 9, 23, 30; Apr. 13, 27
- 6:15 p.m. - 7:15 p.m.



Walking in a Winter Wonderland

- z.umn.edu/WalkingWinterWonderland
- Grades 3-6
- Thursdays, Feb. 11, 18, 25; Mar. 4, 11, 18
- 6:30 p.m. - 7:15 p.m.



- z.umn.edu/YouCanDoThat
- Grades 7+
- Thursdays, Feb. 18, 25; Mar. 4, 11, 18, 25
- 7:00 p.m. - 8:00 p.m.



Virtual Beginner Guitar Lessons with Lee Kanten

If you've never played or it's been decades since you did, this class is perfect for you. You won't need to read music or know any jargon; we'll start with a one finger chord and build up to playing simple songs. You will learn how to make chords and how to strum. All you have to do is conquer a few basics and you're on your way.

The class will meet via Zoom for six Mondays for 30 minutes followed by a 10 minute jam session. You'll need your own guitar, acoustic or electric. It doesn't matter. A tuner is recommended.

- Ages:** All
- Dates:** Mondays, Feb. 8 through March 15
- Time:** 7:00 – 7:40 p.m.
- Cost:** \$55 per student
(\$25 from same household)

Call 320-839-6181, Ext. 318 to register. Do NOT register through CER.



Parent & Child Cookie Magic

Have fun participating in this Zoom LIVE virtual Bake-Along class! Create a variety of 3 cookie masterpieces – drop cookies, stuffed cookies, and a cookie pizza. We will be using the same cookie dough recipe to create all three. Choose which ones you would like to make and watch a demonstration of the others or create all three if you like!

Participants will get a list of ingredients at least a week in advance. Included in this fee is a copy of the instructor's personal recipes.

- Ages:** All
- Date:** Thursday, February 25th
- Time:** 5:00 – 6:30 p.m.
- Cost:** \$25 per same household – does not include the cost of ingredients.

Call 320-269-5026 to register by and pay with a credit card. Do NOT register through CER.

Adult Activities



Woodworking

Back by popular demand! This course will provide a better understanding of how to plan and build wood projects.

Basic to advanced level of woodworking techniques will be used depending on individual skill levels. Emphasis will be placed on the proper safety and use of all tools and machines. Come with a project in mind.

Dates: Tuesdays, Feb. 16th through March 30th
No class on March 9th

Time: 6:00 – 9:00 p.m.

Cost: \$50.00

Location: High School Shop Room (Door 23)

Instructor: John Hagemeyer

Minimum #: 10

Maximum #: 12

Deadline to Register: February 9th



55+ Driver Improvement Class

Want to get a discount on your car insurance? These classes are what you need to start saving money! You first need to attend a starter 8-hour course and then only a 4-hour refresher course every 3 years to keep that discount in place.

Date: Wednesday, February 10th

Time: 5:30 – 9:30 p.m.

Cost: \$20.00

Location: High School Ag Room (Door 23)

Minimum #: 10

Deadline to Register: February 5th



Classics Book Club

Do you love reading classics like *Pride and Prejudice* or *The Great Gatsby*?

This book club is perfect for you. The book for February is Jane Austin's *Emma*.

Date: First Thursday of the Month
Next Meeting – February 4th

Time: 7:30 p.m.

Cost: FREE – but need to register for it.

Location: High School Library (Door 30)

Leader: Mary Abrahamson



Pickleball

One of the fastest growing sports in the country, Pickleball appeals to players of all ages. The game of Pickleball has been compared to tennis, badminton, and ping-pong. It is easy to learn but still challenging. Players will be rotating after each game. This is to even out the different levels of play and make it fun to meet new people or play with existing friends.

Dates: Sundays, February 7th, 21st, 28th and
March 7th, 21st, 28th

Time: 6:00 – 7:30 p.m.

Cost: \$30.00 Per Person

Location: High School Gym (Door 25)

Coordinator: Leanne Carmany

Minimum #: 16

Deadline to Register: February 5th



Saturday Morning Yoga

Gain flexibility, reduce stress, improve concentration and mood, gain strength, and even lose weight. From flexibility to better body alignment to reduce joint pain, yoga has endless benefits. You need to submit the registration form, but payment will be to Shana directly.

Dates: Saturdays

Time: 7:30 – 8:30 a.m.

Cost: \$12.00 per session
Pay as you go to Shana

Location: Immanuel Lutheran Church/Clara City

Instructor: Shana Roskens

Deadline to Register: On-going registrations.



Zumba®

This is a perfect workout for everybody and every “body”. It is a mix of low-intensity and high-intensity moves for an interval-style, calorie-burning dance fitness party! It is a total workout, combining all elements of fitness – cardio, muscle conditioning, balance and flexibility, boosted energy and a serious dose of awesome each time you leave class.

Date: 6 Weeks – Thursdays
Can start right away!

Time: 6:00 – 7:00 p.m.

Cost: \$50.00

Location: High School Cafeteria (Door #23)

Instructor: Sara Toow



MACCRAY Community Ed & Rec

Denise R. Smith, Director

MACCRAY School District

P.O. Box 690; Clara City, MN 56222

320-847-2154, Ext. 1323; smithd@maccray.k12.mn.us

Facebook: Maccray Community Ed & Rec

COURSE REGISTRATION

(One form per person)

To register, complete the below requested information and mail to the address listed above along with your payment. Make checks payable to MACCRAY Community Ed & Rec. Make copies if needed. Or, you may scan and email and pay online via the school's website at www.maccray.k12.mn.us.

Participant Name: _____ Grade/Age (if applicable): _____

Parent's Name (if applicable): _____

Address: _____

Email Address: _____

Preferred Phone Number: _____

Class Name: _____ Fee: _____

Class Name: _____ Fee: _____

In consideration of participation in the MACCRAY Community Education and Recreation activities, I hereby acknowledge and do enter this program at my own risk, assuming all known and unknown risks. I also agree to indemnify and hold harmless the MACCRAY School District #2180, community education, and its employees from any and all injuries I may occur. All persons under the age of 18 years old must have a parent/guardian signature to participate in this activity. ***I agree to follow all COVID guidelines put out by CER and the school.***

Adult Participant Signature: _____

Parent/Guardian Signature (if applicable): _____

Date: _____



Superintendent Report for February 11, 2021

1. Construction - We have finished signing all contracts for bids approved at the last board meeting in January. One of the contractors, Duinick Construction, indicated they could start hauling fill as early as this week. We knew it could start early so Scott and his crew had the old garage cleaned out. The garage which was set to be demolished was purchased for a \$500 donation to the 2180 Foundation and a dollar to the school. Hauling should take 2 -3 weeks depending on the weather. It was a great idea to get a jump start on this before road restrictions come on and it puts us closer to being ready to start the build in May.

Additionally, we are currently working on asbestos abatement for the remodel in the high school.

2. COVID - By the time of this board meeting we will have had 80 of our 167 employees opt to receive the vaccine through school. Several others have gotten the vaccine through a medical job or through a spouse's job. By the time we bring students back all in on February 8, some will have started on their second dose and by early March most will have their second dose. Of course, I cannot account for any others other than those who have shared their vaccination information.

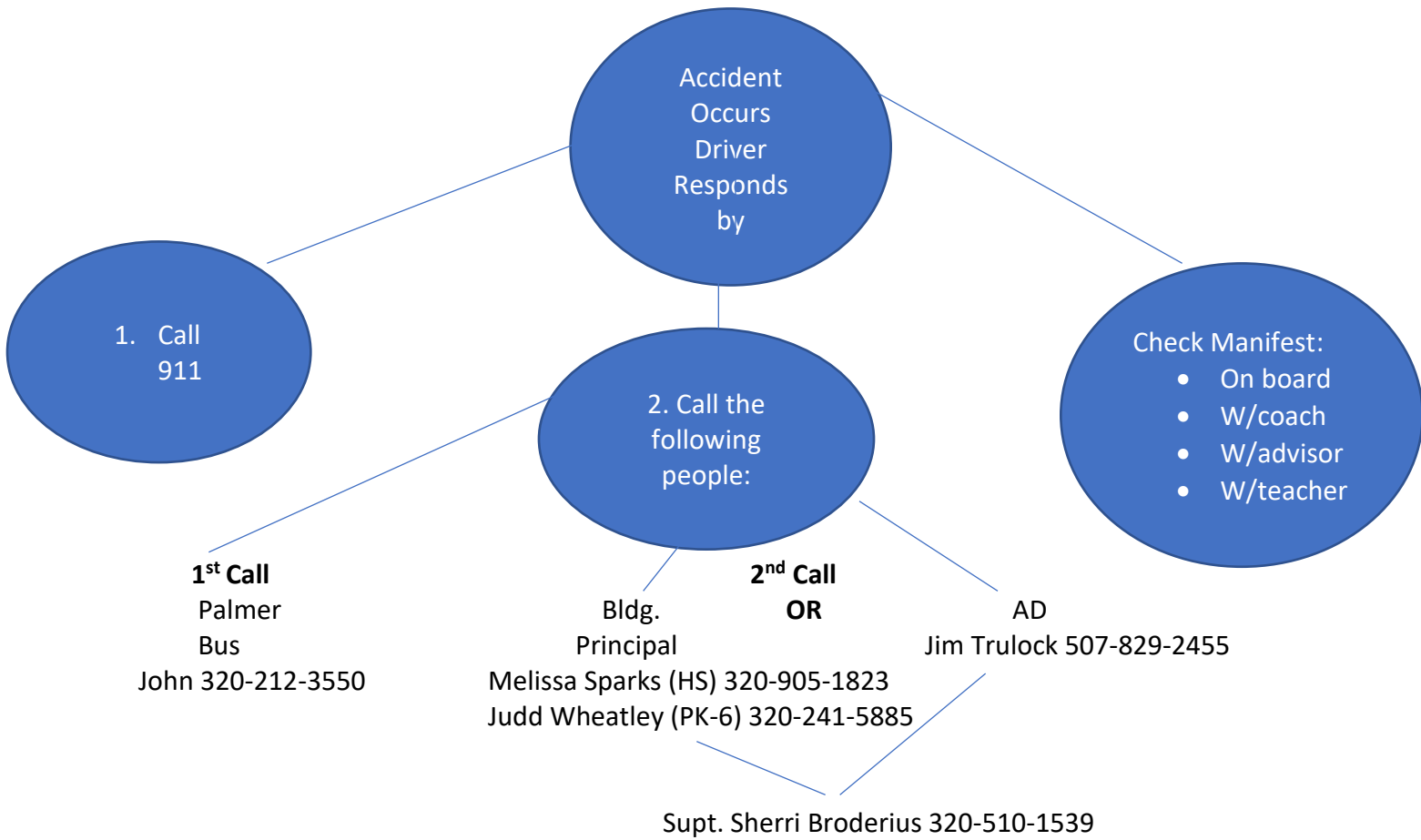
3. Students all in on February 8 - We have mitigation efforts across the district. Plexiglass, masks, shields, social distancing reminders including the seniors (or NHS) offering to make a video for the rest of the student body including elementary reminding them of the importance of masking. MDE appreciated that we are starting to bring back kids on a short 3-day week allowing us to re-evaluate the start-up, clean the building then after re-evaluations and tweaks bring kids in after vacation on February 16. We will be cautious and careful nevertheless; I am concerned about the COVID variant which I will watch for closely. Our goal is to stay "all in" the rest of the school year.

4. In regular business - You will see all 4 of the MSBA Transportation Policies that have been reviewed (as all policies are) thoroughly and tweaks and adjustments made to our practices. (Policies are only as good as the work that goes with them.) Next month will be recycling as this will be critical as we work to purge items from the buildings over the next couple years.

5. SWWC Service Agreement - You will find this document to approve in this month's packet. We do this every year. It is a significant amount of money but very important for special education and many other services they provide to help keep our health and safety and business up to speed. After thorough review and after adjusting we have been able to make a few cuts and minor bottom line reduction. However, next spring when we are planning this document to bring us into our one facility, we expect more significant cuts due to not needing support staff in 3 buildings.

6. Governor's Plans for the biennium - The Governor's budget proposal has 1% and 2.5% on the formula for schools. ESSR II funds also will be available to support the continued COVID fight. Mostly I believe ESSR and GEER will be used for summer schools, transportation, food and mental health support. The Governor also announced DUE NORTH. One of us will speak to that on Monday night.

Any Collision of Bus or School Vehicle Safety Flow Chart



1. Are the students injured? (This determination will be made by law enforcement/EMS)
2. Is it safe to transport students to a safe location? (To be released by law enforcement)
3. Once at a safe location parents will be notified (An instant alert will be sent via an ad hoc.)
4. Parents must sign out students prior to their dismissal from the safe location. (Parent ID required) No student will be released without parent or emergency contact identification.

When notifying parents:

- Identify yourself
- LE: Explain the nature of the accident and that law enforcement has been called.
- LE: Do not comment on the extend of injuries?
- Children MAY NOT be picked up until they are released by law enforcement after being cleared by EMS at the location?
- LE: Give location of the accident?
- Provide the location for the safe pickup of students (Most likely a church or school near the scene.)

	Bond Building Account		Balance
Feb. 2020	Beginning Deposit		\$ 40,433,366.60
	Deposits	\$ 17,070.73	\$ 40,450,437.33
Mar-20	Deposits	\$ 127,015.64	\$ 40,577,452.97
	Withdrawals	\$ (539,281.39)	\$ 40,038,171.58
Apr-20	Deposits	\$ 80,723.65	\$ 40,118,895.23
	Withdrawals	\$ (204,511.01)	\$ 39,914,384.22
May-20	Deposits	\$ 901,656.08	\$ 40,816,040.30
	Withdrawals	\$ (724,901.83)	\$ 40,091,138.47
Jun-20	Deposits	\$ 149,260.82	\$ 40,240,399.29
	Withdrawals	\$ (291,602.94)	\$ 39,948,796.35
Jul-20	Deposits	\$ 87,074.70	\$ 40,035,871.05
	Withdrawals	\$ (321,581.56)	\$ 39,714,289.49
Aug-20	Deposits	\$ 185,675.57	\$ 39,899,965.06
	Withdrawals	\$ (321,898.70)	\$ 39,578,066.36
Sep-20	Deposits	\$ 61,265.95	\$ 39,639,332.31
	Withdrawals	\$ (356,797.69)	\$ 39,282,534.62
Oct-20	Deposits	\$ 116,620.20	\$ 39,399,154.82
	Withdrawals	\$ (408,165.19)	\$ 38,990,989.63
Nov-20	Deposits	\$ 85,259.96	\$ 39,076,249.59
	Withdrawals	\$ (359,310.78)	\$ 38,716,938.81
Dec-20	Deposits	\$148,112.10	\$ 38,865,050.91
	Withdrawals	\$ (436,032.84)	\$ 38,429,018.07
Jan-21	Deposits	\$ 89,366.87	\$ 38,518,384.94
	Withdrawals	\$ (320,847.86)	\$ 38,197,537.08

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. 2017

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care

facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. §

120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher-than-average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student’s resident district, the school district will notify the student’s resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)

- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident

child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)

- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or

temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the

school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for

transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)

Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)

20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)

42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)

42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)

42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 709

Orig. 1995

Revised: _____

Rev. 2017

709 STUDENT TRANSPORTATION SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation

safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.

- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension

or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For

purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10

or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment

and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

- (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

- Legal References:**
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
 - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 - Minn. Stat. § 123B.90 (School Bus Safety Training)
 - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)

Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: _____

MSBA/MASA Model Policy 710

Orig. 1995

Revised: _____

Rev. 2012

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An “emergency or other unforeseeable circumstance” does not include situations where regular transportation is available or scheduled.

For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee’s use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students’ advancement was not predicted. These circumstances may justify an employee’s use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

Adopted: _____

MSBA/MASA Model Policy 711

Orig. 1995

Revised: _____

Rev. 2012

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence. *As of 2-11-2021, the relooping of the SD card in the cameras will occur about every 30 days.*

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASAModel Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 2, Transportation