

Regular Board Meeting
Parshall School District #3

High School
601 N Main Street
PO Box 158
Parshall, ND 58770
701-862-3129
Fax 701-862-3801

Elementary School
211 1st Street NW
PO Box 69
Parshall, ND 58770
701-862-3417
Fax 701-862-3419



Agenda

Thursday, August 12, 2021 5:30 PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Approve Agenda
- IV. Roll Call
- V. Consideration to Approve Consent Agenda
 - A. Minutes
 - B. Bills for Payment
 - C. Financial Report
- VI. Reports
 - A. Superintendent
 - B. Secondary Principal
 - C. Elementary Principal
- VII. Old Business
 - A. Policies (2nd Reading)
 1. CAAA ~ Superintendent Recruitment and Appointment (Recommended)
 2. CAAB ~ Superintendent Evaluation Procedure (Recommended)
 3. CABB ~ Hiring Administrative Staff (Recommended)
 4. CBAA ~ Administrative Regulations (Recommended)
 5. CCA ~ Superintendent & Other Administrative Professional Development (Recommended)
 6. DAA ~ Role of Policy & Regulations for Non-Contracted Employees (Recommended)
 7. DAB ~ Definitions for Personal Policies (Recommended)
 8. DBAA ~ Recruitment, Hiring, & Background Checks for New Classified Personnel (Recommended)
 9. DBAC ~ Recruiting & Hiring Teachers (Recommended)
 10. DBD ~ Classified Staff Intent to Rehire (Recommended)
 11. DCB ~ Definition of Workweek and Overtime Compensatory Time (Recommended)
 12. DDA ~ Sick Leave (Recommended)
- VIII. New Business
 - A. Policies (1st Reading)
 1. ACEA ~ Bullying Policy (Required)

2. BA-BR2 ~ Board Member Internet and Social Media Use (Exhibit)
3. BBA-E1 ~ Election Letter Notice (Exhibit)
4. BBA-E2 ~ Notice of Candidate Filing Deadline (Exhibit)
5. BBA-E3 ~ School District Election Notice (Exhibit)
6. BBBB ~ School Board Committees (Recommended)
7. BCAB ~ Board Meeting Procedures (Recommended)
8. BCAB-BR ~ Procedure for Seating New Board at the Annual Meeting (Board Regulation)
9. BDA-E ~ Policy Acknowledgement Form (Exhibit)
10. DDAA ~ Family and Medical Leave Act (Recommended)
11. DDAA-BR ~ Family and Medical Leave Act Regulations (Board Regulation)
12. DDC ~ Unpaid Leave (Recommended)
13. DEBD ~ Maintaining Professional Employee-Student Boundaries (Recommended)
14. DEBH-BR ~ District Social Media Accounts (Board Regulation)
15. FAAA ~ Open Enrollment (Required)
16. FAAA-E ~ Open Enrollment and Tuition Agreement Comparison Guide (Exhibit)
17. FCAF ~ Concussion Management (Required)
18. FCAF-AR ~ Concussion Management Program (Administrative Regulation)
19. FGBA ~ Released Time for Outside Instruction (Recommended)
20. FGBB ~ Student Prayer During Non-Instructional Time (Recommended)
21. FGDD ~ Student Publications & Freedom of Expression (Required)
22. GACB ~ Patriotic Exercises (Recommended)
23. KAB-BR ~ School-Level Parent and Family Engagement Regulations (Board Regulation)

- IX. Personnel
 - A. Tuition Agreement
- X. Set Date & Time for Next Regular Meeting
September 14th at 5:30 pm
- XI. Adjourn

PARSHALL SCHOOL DISTRICT #3
Regular School Board Meeting
July 13, 2021

The Regular Meeting of the Parshall School Board was held on Tuesday, July 13 2021 in the Conference at the H.S. The meeting was called to order at 4:24p.m. by Pres. M. Hoff. Board members present were: Jarski, Onstad, Young Bird, Clauson by phone and Hoff.

A motion was made by Jarski; seconded by Clauson to approve agenda with addition of (g.)committees All in Favor
M.C.U.

Motion was made by Clauson; seconded by Onstad to nominate Hoff as Board President.

Roll:

Clauson – Aye

Young Bird – Aye

Jarski – Aye

Onstad – Aye

Hoff – Aye

M.C.U.

Motion was made by Onstad; seconded by Young Bird to approve Mountrail County Record as the official newspaper.

Discussion – Young Bird asked about having 2 newspapers. We have to designate an Official Newspaper every year, but we send the same information to MHA Times as well.

Roll:

Onstad – Aye

Jarski – Aye

Young Bird – Aye

Clauson – Aye

Hoff – Aye

M.C.U.

Motion was made by Clauson; seconded by Jarski to approve Cornerstone as official bank.

Roll:

Young Bird – Aye

Onstad – Aye

Jarski – Aye

Clauson – Aye

Hoff – Aye

M.C.U.

Motion was made by Clauson; seconded by Jarski to approve Superintendent Sagert and Business Manager Tucker as LEA officials.

Roll:

Jarski – Aye

Young Bird – Aye
Clauson – Aye
Onstad – Aye
Hoff – Aye
M.C.U.

Motion was made by Young Bird; seconded by Jarski to approve Superintendent Sagert as Executer of all Federal programs.

Roll:
Clauson – Aye
Onstad – Aye
Jarski – Aye
Young Bird – Aye
Hoff – Aye
M.C.U.

Motion was made by Clauson; seconded by Jarski to approve monthly meetings to be held the second Tuesday of every month at 5:30pm.

Roll:
Jarski – Aye
Young Bird – Aye
Onstad – Aye
Clauson – Aye
Hoff – Aye
M.C.U.

Motion was made by Onstad; seconded by Clauson to approve committees:
Finance – Clauson and Hoff; Health/Safety – Young Bird and Onstad; Housing – Hoff, Jarski, Sagert and Tucker; LEIC – Jarski and Young Bird; Policies – Onstad and Jarski

Roll:
Young Bird – Aye
Clauson – Aye
Jarski – Aye
Onstad – Aye
Hoff – Aye
M.C.U.

Motion was made by Onstad; seconded by Clauson to approve minutes.

All in favor.
M.C.U.

Motion was made by Jarski; seconded by Onstad to approve bills for payment including pay application #24.

All in Favor
M.C.U.

Motion was made by Young Bird; seconded by Jarski to approve Financial report.

All in Favor

M.C.U.

Superintendent Report:

There are 4 policies that the auditor suggests that we adopt: Capital Assets; Credit card; Fraud Prevention and Fund Balance Policy in Accordance with GASB Statement No. 54. The school has never had these policies.

Motion was made by Jarski; seconded by Clauson to approve the the 4 policies recommended by the auditor: Capital Assets; Credit card; Fraud Prevention and Fund Balance Policy in Accordance with GASB Statement No. 54.

Roll:

Young Bird – Aye

Onstad – Aye

Clauson – Aye

Jarski – Aye

Hoff – Aye

M.C.U.

ESSER II funds have been approved. The Grant period is from March 13, 2020 through September 30, 2023. We have to set some funds aside for 20% learning loss such as summer school. We have received a quote from the Computer Store for new computers in the Business lab.

Motion was made by Onstad; seconded by Jarski to approve the purchase of computers from the Computer Store in the amount of \$21,565.00 for the Business Lab.

Roll:

Onstad – Aye

Clauson – Aye

Young Bird – Aye

Jarski – Aye

Hoff – Aye

M.C.U.

Motion was made by Onstad; seconded by Young Bird to Approve Superintendent purchasing a coach bus with a reasonable trade in offer and below \$60,000 including the wrap.

Roll:

Onstad – Aye

Clauson – Aye

Jarski – Aye

Young Bird – Aye

Hoff – Aye

M.C.U.

Averyl Taft will be doing her student teaching with Ms Mandan at the elementary school this upcoming year.

Board member left meeting per phone at 5:30pm.

New Business:

A motion was made by Jarski; seconded by Young Bird to approve the 1st reading of Policies:

1. CAAA ~ Superintendent Recruitment and Appointment (Recommended)
2. CAAB ~ Superintendent Evaluation Procedure (Recommended)
3. CABB ~ Hiring Administrative Staff (Recommended)
4. CBAA ~ Administrative Regulations (Recommended)
5. CCA ~ Superintendent & Other Administrative Professional Development (Recommended)
6. DAA ~ Role of Policy & Regulations for Non-Contracted Employees (Recommended)
7. DAB ~ Definitions for Personnel Policies (Recommended)
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9. DBAC ~ Recruiting & Hiring Teachers (Recommended)
10. DBD ~ Classified Staff Intent to Rehire (Recommended)
11. DCB ~ Definition of Workweek and Overtime and Compensatory Time (Recommended)
12. DDA ~ Sick Leave (Recommended)

Roll:

Young Bird – Aye
Jarski – Aye
Onstad – Aye
Hoff – Aye
M.C.

Motion was made by Young Bird; seconded by Onstad to Approve the hiring of Andrea Anderson and Sasha Snow as teachers.

Roll:

Jarski – Aye
Young Bird – Aye
Onstad – Aye
Hoff – Aye
M.C.

Motion was made by Jarski; seconded by Young Bird to set next meeting to August 12th at 5:30pm.

All in Favor

M.C.

Motion was made by Jarski to adjourn.

All in Favor

Meeting adjourned at 6:17 p.m.

Invoice Listing - Summary

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	CC	Invoice Amount
ANDER2	ANDERSON SCHOOL EVENTS	9833188	Homecoming Royalty Accessories	08/04/2021					274.00
APPLE	APPLE, INC.	AF26344991	Pre K Technology	07/28/2021					2,392.00
BADLAN	BADLANDS ENVIRONMENTAL CONSULT	24713	6 Month Surveillance	07/28/2021					300.00
CIRCL	CIRCLE SANITATION	5532359	Sanitation	07/20/2021					978.75
CITY	CITY OF PARSHALL	20210715	Utilities - Water/Sewer	07/15/2021					1,096.67
CLUTE	CLUTE OFFICE EQUIPMENT	124561	Business Office Supplies	07/14/2021					125.94
COMMITTEEF	Committee for Children	20210713	CR Supplies - Angela	07/07/2021					71.00
COMPU2	COMPUTER STORE	413866	Tech - Elem	07/29/2021					5,324.00
DAKOT5	DAKOTA DUST-TEX	20210801	Custodial	08/01/2021					1,993.83
DAKOT5	DAKOTA DUST-TEX	20210802	Custodial	07/30/2021					568.75
DEANFO	East Side Jersey Dairy, Inc.	20210715	Hot Lunch - Milk	07/15/2021					299.90
ECOLA	ECOLAB	20210714	Pest Control	07/14/2021					265.21
FIRESEIOF	Fireside Office Products Inc	977311-0	HS Furniture	07/30/2021					6,684.75
FIRSTW	FIRST WESTERN BANK	20210725	Credit Charge June/July	07/25/2021					7,276.30
FIRSTWESTE	First Western Bank-Title 1	20210725	Credit Card Charges	07/25/2021					40.00
MAINELECTR	MAIN ELECTRIC CONSTRUCTIONINC	45028	Electrical Repair Elem	07/27/2021					272.50
MENARD	MENARDS - MINOT	75893	Hammer Drill Kit	07/19/2021					368.79
NAPAAU	NAPA AUTO PARTS	20210730	O & MTTransportation	07/30/2021					190.96
NDCEL1	NDCEL	22827	NCDEL Bootcamp - Supt	07/09/2021					1,005.00
EDUTEC	NDIT-EDUTECH	20210805	Hayden Registration	08/05/2021					20.00
NETWORKSER	Network Services Company	20210724	Custodial Supplies	07/24/2021					86.49
NETWORKSER	Network Services Company	20210802	Custodial	08/02/2021					1,993.83
NIISA	NIISA	20210701	Impact Aid Membership 2021-2022	07/01/2021					498.00
ONTOCOLLEG	On To College	4476	ACT Prep	05/13/2021					1,600.00
ORIENT	ORIENTAL TRADING CO	710598593-02	CR Supplies Guidance	07/02/2021					100.12
OTTEIT	OTTER TAIL POWER CO	20210715	Utilities - Electric	07/15/2021					14.57
PRAXAI	PRAXAIR	61057443	Current & Past Due	07/07/2021					438.46
RJPUBLISHI	R & J Publishing, LLC	511503	Legal Services	07/30/2021					519.58
RAPTORTECH	Raptor Technologies	16315	Visitor Management Annual Access Fee	07/10/2021					1,130.00
SCHOLA	SCHOLASTIC INC	MT135959	Scholastic Newsletters CR-Supplies	07/15/2021					1,538.11
SCHOOLSP1	School Specialty, LLC	202501782120	Elem Classroom Supplies	07/09/2021					394.87
SCHOOLSP1	School Specialty, LLC	208127984912	CR Supplies	07/27/2021					393.35
SNA	SNA	65907	SNA Membership Renewal	03/31/2021					93.50
TIMEMANAGE	TIME MANAGEMENT SYSTEMS	255161	Time Clocks	08/01/2021					91.41
UNITEDQUA1	UNITED QUALITY COOPERATIVE	20210731	July Charges	07/31/2021					149.84
VERIZO	VERIZON WIRELESS	988333223	Internet Service	07/03/2021					123.03
WELLSFV	Wells Fargo Vendor Financial Services,	5015935472	District Office Printer	07/12/2021					265.99

Invoice Listing - Summary

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC</u>	<u>Invoice Amount</u>
DISC2	WEXHealth, Inc LLC	0001375009-IN	Benefits	07/31/2021					50.00

Report Total: 39,029.50

**2021-2022
Budget Tracking Document**

PARSHALL PUBLIC SCHOOL DISTRICT #3

PARSHALL, NORTH DAKOTA

8/5/2021

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Parshall School District #3

General Fund Budget Overview

Don't Change these numbers

Item	Description	FY22 Budgeted Rev	FY22 Revised	Received to Date	% Received of
LOCAL (PROP TAX) REVENUE	This is our projected local fund (01) levy.	\$1,502,500	\$1,502,500	\$0	0.00%
OIL/GAS/COAL REVENUE	This revenue includes: State oil/gas production, State Coal, Oil Royalties from Companies	\$201,094	\$200,000	\$0	0.00%
STATE REVENUE	This revenue includes Foundation Aid Payments; Transportation Aid. Heavily based on enrollment.	\$2,572,686	\$2,572,686	\$253,752	9.86%
IMPACT AID	This revenue is to help make up the lost local tax base to school districts for people living on federal property and do not pay local property tax. It is difficult to predict as it is based on prorations and potential clean up adjustments from prior years.	\$750,000	\$750,000	\$0	0.00%
OTHER FEDERAL REVENUE	This revenue includes: Title I ESEA Compensatory Education; Title II; Title IV; Title VI and Carl Perkins Grant; SRSA Grant.	\$329,560	\$329,560	\$0	0.00%
Misc. Local Revenue(Unexpected/	Donations; J1 VISA reimbursement; Other employee benefits reimbursement, rebates, vending machines, etc.	\$93,000	\$93,000	\$27,292	29.35%
Misc. State Revenue	LTR; Targeted Assistance, Land Trust	\$125,000	\$125,000	\$27,292	21.83%
PROJECTED TOTAL REVENUE		\$5,573,840	\$5,572,746	\$308,336	5.53%
PROJECTED TOTAL EXPENDITURES - GENERAL FUND (pg. 2)		\$5,058,300	\$5,058,300	\$87,607	1.73%
SAVINGS/(DEFICIT)		\$515,540	\$514,446		

Projected Fund Balance	\$2,157,323	
Projected Maximum Fund Balance	\$1,820,405	(expenditures x 35%) + 50,000
Potential Transfer to Building Fund	\$336,918	Pending final June bills, revenues and FY21 audit



GENERAL FUND EXPENDITURES FY22 BUDGET					
PG	EXPENSE	AMOUNT	EXPENSE	AMOUNT	PG
3	School Board - 01-000-000-000-2310	\$108,400	Special Education - 01-055-000- 240-1000	\$444,801	15
3	Superintendent - 01-000-000-000-2320	\$177,233	Special Education Speech - 01-055-000- 225-1000	\$2,030	15
4	District Office - 01-000-000-000-2500	\$199,720	Vocational Instruction Ag - 01-056- 005-310-1000	\$44,705	16
5	District Wide Technology - 01-000-000-000-2900	\$119,616	Vocational Instruction FCS - 01-056- 005-342-1000	\$4,618	16
6	District Wide Instruction - 01-000-000-100-1000	\$89,250	Vocational Instruction Bus - 01-056- 005-360-1000	\$5,839	16
7	District Wide Staff Development - 01-000-000-000-2210	\$7,211	Extra Curricular Coaches/Adv.- 01-000-000-400-3400	\$124,247	17
8	Operation & Maintenance 01-000-000-000-2600	\$509,643	Extra Curricular Travel -01-000-000-400-2700	\$23,545	18
9	Library - 01-000-000-000-2220	\$48,340	Food Service -01-000-000-910-3100	\$72,510	19
10	Kindergarten Instruction - 01-000-002- 110-1000	\$77,424	Title I - 01-070-200-120-1000	\$230,792	20
11	Elementary Instruction - 01-000-002-120-1000	\$898,479	Title IA Transfer - 01-082-020-261-1000	\$51,963	20
12	Elementary Guidance - 01-000-002-120-2120	\$76,766	Title IV - Support/Acad. Enrich. - 01-082-020-285- 1000	\$26,636	20
12	Elementary Principal - 01-000-002-120-2410	\$158,215	Title VI Indian Education - 01-063-000-100-2120	\$55,110	20
13	Jr High School Instruction - 01-000-003-130-1000	\$376,907	PreK - 01-000-000-105-3300	\$100,164	21
13	Jr High School Principal - 01-000-003-130-2410	\$80,138	Transportation - 01-000-000-000-2700	\$180,183	22
14	High School Instruction - 01-000-004-140-1000	\$505,183	Transfers - 01-000-000-000-6350	\$25,000	23
14	High School Guidance - 01-000-004-140-2120	\$79,697		\$0	24
14	High School Principal - 01-000-004-140-2410	\$78,935	Target Assistance Grant - 01-099-002-261-1000	\$75,000	25
TOTAL GENERAL FUND EXPENDITURES				\$5,058,300	
Expenditures as of 8/5/21				\$87,607	PLEASE DON'T CHANGE
% of Budget				1.7%	
% through FY				0.0%	

PARSHALL PUBLIC SCHOOL DISTRICT #3
 EXPENSE BUDGET
 2021-22



SCHOOL BOARD						
ACCOUNT: 01-000-000-000-2310		FY21	FY22	Spent	Balance	% Spent
120	School Board Salaries	\$0	\$5,000	\$0	\$5,000	0.00%
220	Social Security	\$400	\$400	\$0	\$400	0.00%
260	Workmen's Compensation/Unemployment	\$6,277	\$12,000	\$0	\$12,000	0.00%
310	Election Judges	\$0	\$1,500	\$0	\$1,500	0.00%
331	Legal Services	\$11,625	\$15,000	\$520	\$14,480	3.47%
332	Purchased Services - cleaning services, time clock, architect, credit card charges, school messenger, E-rate consultant, notary, audit, The Village	\$69,720	\$20,000	\$0	\$20,000	0.00%
520	Insurance	\$4,509	\$5,000	\$0	\$5,000	0.00%
531	Postage	\$1,422	\$1,500	\$0	\$1,500	0.00%
532	Internet/TV/Telephone/Fax	\$19,829	\$20,000	\$123	\$19,877	0.62%
540	Board Advertising	\$1,518	\$2,000	\$0	\$2,000	0.00%
580	Travel	\$0	\$2,000	\$0	\$2,000	0.00%
610	Board Supplies (expendables)	\$6,159	\$5,000	\$125	\$4,875	2.50%
810	Board Dues, Association Fees and Conference Reg	\$10,932	\$9,000	\$125	\$8,875	1.39%
890	Board Misc. AED Batteries, food for meetings, flags, flowers for funerals, Amazon Prime, etc.	\$8,244	\$10,000	\$0	\$10,000	0.00%
TOTAL		\$140,635	\$108,400	\$893	\$107,507	0.82%

SUPERINTENDENT						
ACCOUNT: 01-000-000-000-2320		FY21	FY22	Spent	Balance	% Spent
110	Salary	\$123,550	\$128,550	\$11,296	\$117,254	9%
210	Group Insurance	\$16,129	\$17,408	\$1,396	\$16,012	8%
220	Social Security	\$9,266	\$9,834	\$864	\$8,970	9%
230	Teacher Retirement	\$15,753	\$16,390	\$1,440	\$14,950	9%
290	Other Employee Benefits	\$864	\$500	\$0	\$500	0%
291	Income Protection	\$44	\$50	\$0	\$50	0%
580	Travel	\$2,273	\$1,000	\$0	\$1,000	0%
610	Supplies (consumables)	\$937	\$500	\$0	\$500	0%
730	Equipment (life span of 24+ months)	\$0	\$250	\$0	\$250	0%
733	Admin Office (i.e. fingerprints, background checks)	\$1,025	\$750	\$0	\$750	0%
810	Superintendent Dues and Fees	\$1,225	\$1,500	\$1,018	\$482	68%
890	Miscellaneous	\$761	\$500	\$0	\$500	0%
TOTAL		\$171,827	\$177,233	\$16,014	\$161,219	9.04%

PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22



ACCOUNT: DISTRICT OFFICE - 01-000-000-000-2500		FY21	FY22	Spent	Balance	% Spent
120	Non-Certified Salaries (Bus. Mngr., Supt. Admin Ass't, & HS Admin Ass't)	\$159,732	\$159,732	\$9,254	\$150,478	6%
210	Group Insurance	\$8,288	\$8,288	\$1,190	\$7,098	14%
220	Social Security	\$8,242	\$8,500	\$658	\$7,842	8%
290	Other Employee Benefits (403b match)	\$7,339	\$7,500	\$853	\$6,647	11%
310	Administrative Services - This figure includes the cost to update Software Unlimited Accounting Program, Audit.	\$0	\$1,000	\$0	\$1,000	0%
580	Travel	\$0	\$300	\$0	\$300	0%
610	Supplies	\$4,340	\$2,000	\$126	\$1,874	6%
730	Equipment	\$0	\$200	\$0	\$200	0%
810	Dues and Fees	\$12,125	\$12,000	\$0	\$12,000	0%
890	Miscellaneous	\$0	\$200	\$0	\$200	0%
TOTAL		\$200,066	\$199,720	\$12,081	\$187,639	6%

**PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22**

PK-6 TECHNOLOGY 01-000-002-120-

ACCOUNT: 2900		FY21	FY22	Spent	Balance	% Spent
120	Tech Specialist Salary	\$28,000	\$28,560	\$2,534	\$26,026	9%
210	Group Insurance	\$4,363	\$4,363	\$342	\$4,021	8%
220	Social Security	\$2,142	\$2,185	\$185	\$2,000	8%
290	Other Employee Benefits	\$3,200	\$3,200	\$97	\$3,103	3%
610	Supplies	\$0	\$10,000	\$7,716	\$2,284	77%
730	Equipment	\$460	\$20,000	\$0	\$20,000	0%
810	Dues & Fees	\$1,500	\$1,500	\$565	\$935	38%
	TOTAL	\$38,165	\$68,308	\$11,439	\$58,369	17%

7-12 TECHNOLOGY

ACCOUNT: 01-000-004-140-2900		FY21	FY22	Spent	Balance	% Spent
120	Tech Specialist Salary	\$28,000	\$28,560	\$2,534	\$26,026	9%
210	Group Insurance	\$4,363	\$4,363	\$342	\$4,021	8%
220	Social Security	\$2,142	\$2,185	\$185	\$2,000	8%
290	Other Employee Benefits	\$3,200	\$3,200	\$97	\$3,103	3%
610	Supplies	\$1,421	\$1,500	\$0	\$1,500	0%
730	Equipment	\$37	\$10,000	\$0	\$10,000	0%
810	Dues & Fees	\$1,500	\$1,500	\$565	\$935	38%
	TOTAL	\$40,663	\$51,308	\$3,723	\$46,650	7%

**PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22**

ACCOUNT:	DISTRICT WIDE INSTRUCTION 01-000-000-100-1000	FY21	FY22	Spent	Balance	% Spent
320	Contracted Related Services- Training Costs for PowerSchool Training & PowerSchool Software	\$13,451	\$20,000	\$357	\$19,643	2%
430	Repairs and Maintenance	\$1,649	\$500	\$0	\$500	0%
561	Tuition - This tuition is for students who are not special ed students who get placed in other districts through Social Services and the courts	\$0	\$15,000	\$0	\$15,000	0%
580	Travel - Also included is PowerSchool training workshops & Professional Development Travel including other District Staff moving expenses	\$100	\$2,000	\$0	\$2,000	0%
610	Supplies - \$500 for Health and Wellness; General	\$1,171	\$750	\$0	\$295	0%
640	K-12 Curriculum Review and Adoption	\$6,113	\$25,000	\$0	\$25,000	0%
730	Equipment	\$1,614	\$1,000	\$0	\$1,000	0%
810	Dues and Fees	\$847	\$25,000	\$0	\$25,000	0%
	TOTAL	\$24,945	\$89,250	\$357	\$88,438	0%

**EXPENSE BUDGET
2021-22**

PK-6 STAFF DEVELOPMENT 01-000-002-						
ACCOUNT:	120-2210	FY21	FY22	Spent	Balance	% Spent
110	Teacher Salary	\$200	\$300	\$0	\$300	0%
130	Substitute Teachers	\$500	\$500	\$0	\$500	0%
220	Social Security	\$54	\$61	\$0	\$61	0%
230	Teacher Retirement	\$89	\$446	\$0	\$446	0%
330	Staff Development Presenters both in house and brought in	\$1,500	\$750	\$0	\$750	0%
580	Staff Development Travel	\$500	\$750	\$0	\$750	0%
810	Dues and Fees	\$1,513	\$1,500	\$0	\$1,500	0%
TOTAL		\$4,356	\$4,307	\$0	\$4,307	0%

7-8 STAFF DEVELOPMENT 01-000-003-						
ACCOUNT:	130-2210	FY21	FY22	Spent	Balance	% Spent
110	Teacher Salary	\$250	\$250	\$0	\$250	0%
130	Substitute Teachers	\$250	\$250	\$0	\$250	0%
220	Social Security	\$38	\$38	\$0	\$38	0%
230	Teacher Retirement	\$64	\$64	\$0	\$64	0%
330	Staff Development Presenters both in house and brought in	\$250	\$250	\$0	\$250	0%
580	Staff Development Travel	\$250	\$300	\$0	\$300	0%
810	Dues and Fees	\$300	\$300	\$0	\$300	0%
TOTAL		\$1,402	\$1,452	\$0	\$1,452	0%

9-12 STAFF DEVELOPMENT 01-000-004-						
ACCOUNT:	140-2210	FY21	FY22	Spent	Balance	% Spent
110	Teacher Salary	\$300	\$300	\$0	\$300	0%
130	Substitute Teachers	\$200	\$200	\$0	\$200	0%
220	Social Security	\$38	\$38	\$0	\$38	0%
230	Teacher Retirement	\$64	\$64	\$0	\$64	0%
330	Staff Development Presenters both in house and brought in	\$300	\$300	\$0	\$300	0%
580	Staff Development Travel	\$300	\$300	\$0	\$300	0%
810	Dues and Fees	\$250	\$250	\$0	\$250	0%
TOTAL		\$1,452	\$1,452	\$0	\$1,452	0%

**PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22**

**ELEMENTARY OPERATION &
MAINTENANCE**

ACCOUNT:	01-000-002-120-2600	FY21	FY22	Spent	Balance	% Spent
120	Non-Certified Salaries (2 Custodians)	\$65,557	\$65,557	\$3,839	\$61,718	6%
210	Group Insurance	\$18,327	\$18,327	\$397	\$17,930	2%
220	Social Security	\$5,015	\$5,015	\$265	\$4,750	5%
290	Other Employee Benefits	\$985	\$400	\$0	\$400	0%
410	Utility Services	\$2,975	\$2,000	\$278	\$1,722	14%
430	Repairs and Maintenance	\$21,230	\$20,000	\$105	\$19,895	1%
610	Supplies	\$17,873	\$15,000	\$1,390	\$13,610	9%
622	Electricity	\$25,772	\$30,000	\$0	\$30,000	0%
730	Equipment	\$0	\$500	\$0	\$500	0%
810	Dues and Fees	\$823	\$500	\$0	\$500	0%
890	Miscellaneous Objects	\$0	\$250	\$0	\$250	0%
TOTAL		\$158,557	\$157,549	\$6,274	\$151,275	4%

**HIGH SCHOOL OPERATION &
MAINTENANCE**

ACCOUNT:	01-000-004-140-2600	FY21	FY22	Spent	Balance	% Spent
120	Non-Certified (2 custodians)	\$65,557	\$65,557	\$7,767	\$57,790	12%
210	Group Insurance	\$18,327	\$18,327	\$1,456	\$16,871	8%
220	Social Security	\$5,015	\$5,015	\$507	\$4,508	10%
290	Other Employee Benefits	\$671	\$750	\$0	\$750	0%
410	Utility Service	\$7,245	\$3,500	\$608	\$2,892	17%
430	Repairs and Maintenance	\$14,910	\$10,000	\$153	\$9,847	2%
580	Travel	\$230	\$0	\$0	\$0	#DIV/0!
610	Supplies	\$18,300	\$14,500	\$0	\$14,500	0%
622	Electricity	\$61,255	\$65,000	\$0	\$65,000	0%
625	Coal	\$0	\$500	\$0	\$500	0%
730	Equipment	\$0	\$1,000	\$0	\$1,000	0%
810	Dues and Fees	\$715	\$750	\$0	\$750	0%
890	Miscellaneous Objects	\$0	\$500	\$0	\$500	0%
TOTAL		\$192,225	\$185,399	\$10,491	\$174,908	6%

**DISTRICT WIDE OPERATION AND
MAINTENANCE**

ACCOUNT:	01-000-000-000-2600	FY21	FY22	Spent	Balance	% Spent
120	Salaries - This covers extra custodial help in the summer and Facilities Manager	\$23,196	\$30,000	\$8,279	\$21,721	28%
210	Group Insurance	\$7,900	\$7,900	\$313	\$7,587	4%
220	Social Security	\$1,774	\$2,295	\$439	\$1,856	19%
290	Other Employee Benefits	\$3,151	\$4,000	\$0	\$4,000	0%
410	Utilities	\$14,738	\$10,000	\$1,189	\$8,811	12%
430	Repairs/Maintenance Contracted	\$18,903	\$15,000	\$273	\$14,727	2%
434	Snow Removal	\$550	\$4,000	\$0	\$4,000	0%
520	Insurances other than Employee Benefits	\$10,317	\$12,000	\$0	\$12,000	0%
610	Supplies	\$2,148	\$500	\$429	\$71	86%
620	Propane	\$43,062	\$45,000	\$0	\$45,000	0%
622	Electricity	\$4,105	\$5,000	\$0	\$5,000	0%
624	Miscellaneous Fuel	\$0	\$500	\$0	\$500	0%
710	Land and Improvements (Projects: plumbing, asbestos abatement, etc.)	\$19,479	\$20,000	\$0	\$20,000	0%
730	Plant Equipment	\$9,890	\$10,000	\$0	\$10,000	0%
890	Miscellaneous	\$93	\$500	\$0	\$500	0%
TOTAL		\$159,306	\$166,695	\$10,922	\$155,773	7%

**PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22**

ELEMENTARY LIBRARY						
ACCOUNT:	01-000-002-120-2220	FY21	FY22	Spent	Balance	% Spent
120	Non Certified Salaries	\$7,583	\$10,000	\$0	\$10,000	0%
210	Group Insurance	\$2,800	\$2,900	\$0	\$2,900	0%
220	Social Security	\$580	\$765	\$0	\$765	0%
230	Teacher's Retirement	\$0	\$0	\$0	\$0	#DIV/0!
320	Contracted Services - Star Online Reading, E-Books, Follet	\$942	\$1,000	\$0	\$1,000	0%
610	Supplies	\$290	\$500	\$0	\$500	0%
640	Library Books	\$470	\$500	\$0	\$500	0%
650	Periodicals	\$40	\$200	\$0	\$200	0%
700	ITV	\$0	\$0	\$0	\$0	#DIV/0!
730	Equipment	\$0	\$0	\$0	\$0	#DIV/0!
810	Dues and Fees	\$84	\$100	\$0	\$100	0%
890	Miscellaneous	\$0	\$200	\$0	\$200	0%
TOTAL		\$12,789	\$16,165	\$0	\$16,165	0%

HIGH SCHOOL LIBRARY						
ACCOUNT:	01-000-004-140-2220	FY21	FY22	Spent	Balance	% Spent
110	Certified Salaries	\$4,267	\$4,500	\$0	\$4,500	0%
120	Non Certified Salaries	\$798	\$2,500	\$0	\$2,500	0%
210	Group Insurance	\$1,300	\$1,300	\$0	\$1,300	0%
220	Social Security	\$387	\$536	\$0	\$536	0%
230	Teacher's Retirement	\$589	\$569	\$0	\$569	0%
291	Classified Retirement	\$9	\$70	\$0	\$70	0%
320	Contracted Services - Star Online Reading, E-Books, Follet	\$942	\$1,000	\$0	\$1,000	0%
610	Supplies	\$0	\$250	\$0	\$250	0%
640	Library Books	\$0	\$250	\$0	\$250	0%
650	Periodicals	\$0	\$500	\$0	\$500	0%
700	ITV	\$20,400	\$20,000	\$0	\$20,000	0%
730	Equipment	\$0	\$200	\$0	\$200	0%
810	Dues and Fees	\$41	\$250	\$0	\$250	0%
890	Miscellaneous	\$0	\$250	\$0	\$250	0%
TOTAL		\$28,733	\$32,175	\$0	\$32,175	0%

PARSHALL PUBLIC SCHOOL DISTRICT #3
 EXPENSE BUDGET
 2021-22



ELEMENTARY KINDERGARTEN INSTRUCTION						
ACCOUNT:	01-000-002-110-1000	FY21	FY22	Spent	Balance	% Spent
110	Salaries	\$83,550	\$43,550	\$0	\$43,550	0%
130	Kindergarten Sub	\$6,035	\$500	\$0	\$500	0%
210	Group Insurance	\$15,516	\$19,783	\$0	\$19,783	0%
220	Social Security	\$6,392	\$3,332	\$0	\$3,332	0%
230	Teacher's Retirement	\$10,569	\$5,509	\$0	\$5,509	0%
290	Other Employee Benefits	\$1,500	\$2,500	\$0	\$2,500	0%
291	Income Protection	\$100	\$200	\$0	\$200	0%
580	Travel	\$0	\$100	\$0	\$100	0%
610	Supplies	\$0	\$1,500	\$0	\$1,500	0%
810	Dues and Fees	\$0	\$250	\$0	\$250	0%
890	Miscellaneous	\$0	\$200	\$0	\$200	0%
TOTAL		\$123,662	\$77,424	\$0	\$77,424	0%

Cost per child: \$4,661 + trans/custodial

Kindergarten:	Est. FY21
KMeyer	\$43,550
	\$0
Signing Bonuses	\$0
Total	\$43,550

PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22

ELEMENTARY INSTRUCTION 01-000-002-120-

ACCOUNT:	1000	FY21	FY22	Spent	Balance	% Spent
110	Elementary Instruction	\$555,512	\$469,827	\$100	\$469,727	0.02%
111	Student Support Services (Homeless Liaison, Homebound, etc.)	\$28,500	\$28,500	\$0	\$28,500	0.00%
120	Elementary Aides	\$95,721	\$97,671	\$0	\$97,671	0.00%
130	Elementary Substitutes	\$20,500	\$21,000	\$0	\$21,000	0.00%
210	Group Insurance	\$125,000	\$125,000	\$0	\$125,000	0.00%
220	Social Security	\$53,568	\$47,200	\$0	\$47,200	0.00%
230	Teacher Retirement TFFR	\$73,442	\$62,580	\$0	\$62,580	0.00%
290	Other Employee Benefits	\$10,460	\$10,500	\$983	\$9,517	9.36%
291	Income Protection	\$1,542	\$2,000	\$0	\$2,000	0.00%
300	Purchased Services	\$0	\$0	\$0	\$0	#DIV/0!
580	Travel	\$1,003	\$1,000	\$0	\$1,000	0.00%
610	Supplies - Approximately \$1500 per classroom (10) plus music, PE, and K-2 Remedial + 7000 office	\$9,251	\$15,000	\$1,638	\$13,362	10.92%
640	Minor Curriculum Changes (Textbooks, technology subscriptions)	\$0	\$2,000	\$0	\$2,000	0.00%
730	Equipment - Approximately \$500 per classroom includes music and PE	\$5,050	\$8,000	\$0	\$8,000	0.00%
810	Dues and Fees	\$110	\$6,200	\$0	\$6,200	0.00%
890	Miscellaneous - Assemblies, field trips, special projects	\$1,162	\$2,000	\$0	\$2,000	0.00%
		\$980,820	\$898,479	\$2,721	\$895,758	0.30%

FY21 Salaries

First Grade:

EDieckman \$41,100

RLandicho \$41,100

Second Grade:

KFrank \$44,650

\$46,450

Third Grade:

ACampbell \$43,950

\$41,100

Fourth -Sixth Grade:

BMoore \$47,400

BMoriel \$41,100

Math \$48,150

MBueno \$42,950

Music:

DQuerkiol \$22,325

PE:

DHamm \$57,600

\$517,875

FY22 Salaries

First Grade:

JMandan \$43,550

RLandicho \$47,150

Second Grade:

KFrank \$48,700

\$0

Third Grade:

ACampbell \$48,000

SSnow \$43,550

Fourth Grade:

\$0

MGrosz \$44,100

Fifth Grade:

AZarebinski \$43,550

AAndersen \$43,550

Art \$22,125

Music

PE: \$21,200

PE: DHamm \$56,850

Signing Bonuses \$7,502

Moving Expenses \$0

Salary Total \$469,827

PARSHALL PUBLIC SCHOOL DISTRICT #3
 EXPENSE BUDGET
 2021-22

ELEMENTARY GUIDANCE

ACCOUNT:		FY21	FY22	Spent	Balance	% Spent
110	Counselor Salary	\$50,750	\$53,700	\$0	\$53,700	0%
220	Social Security	\$3,882	\$4,108	\$0	\$4,108	0%
230	Teacher's Retirement	\$6,471	\$6,847	\$0	\$6,847	0%
290	Other Employee Benefits	\$8,393	\$8,393	\$0	\$8,393	0%
291	Income Protection	\$218	\$218	\$0	\$218	0%
580	Travel - State Counselor's Conference	\$827	\$600	\$0	\$600	0%
610	Supplies	\$28	\$200	\$171	\$29	86%
640	Curriculum (Second Step Curriculum/Targeted)	\$0	\$500	\$0	\$500	0%
810	Dues and Fees	\$110	\$2,000	\$0	\$2,000	0%
890	Miscellaneous	\$0	\$200	\$0	\$200	0%
TOTAL		\$70,679	\$76,766	\$171	\$76,595	0%

ELEMENTARY PRINCIPAL

ACCOUNT:		FY21	FY22	Spent	Balance	% Spent
110	Elementary Principal Salary	\$77,000	\$70,000	\$6,067	\$63,933	9%
120	Non-Certified Salaries	\$38,010	\$38,010	\$0	\$38,010	0%
210	Group Insurance	\$8,000	\$25,717	\$0	\$25,717	0%
220	Social Security	\$8,798	\$8,263	\$464	\$7,799	6%
230	Teacher's Retirement	\$9,818	\$8,925	\$774	\$8,151	9%
290	Other Employee Benefits	\$2,975	\$3,000	\$0	\$3,000	0%
291	Income Protection	\$56	\$100	\$0	\$100	0%
580	Travel	\$0	\$500	\$0	\$500	0%
610	Supplies	\$0	\$500	\$0	\$500	0%
730	Equipment	\$44	\$750	\$0	\$750	0%
810	Dues and Fees (NDCEL, NDAESP)	\$1,709	\$1,700	\$360	\$1,340	21%
890	Miscellaneous	\$543	\$750	\$0	\$750	0%
TOTAL		\$146,953	\$158,215	\$7,665	\$150,550	5%

**EXPENSE BUDGET
2021-22**

JUNIOR HIGH INSTRUCTION 01-000-003-130-

ACCOUNT:	1000	FY21	FY22	Spent	Balance	% Spent
110	Salaries	\$256,772	\$233,752	\$855	\$232,897	0%
130	Teacher Substitutes	\$9,671	\$5,000	\$0	\$5,000	0%
210	Group Insurance	\$5,622	\$30,000	\$0	\$30,000	0%
220	Social Security	\$20,383	\$18,265	\$65	\$18,200	0%
230	Teacher's Retirement	\$33,971	\$30,441	\$110	\$30,331	0%
290	Other Employee Benefits	\$4,675	\$4,000	\$0	\$4,000	0%
291	Income Protection	\$629	\$800	\$0	\$800	0%
300	Purchased Services	\$67,540	\$50,000	\$0	\$50,000	0%
580	Travel	\$428	\$250	\$0	\$250	0%
610	Supplies	\$2,838	\$1,000	\$295	\$705	30%
640	Textbooks	\$0	\$1,000	\$0	\$1,000	0%
810	Dues and Fees	\$1,868	\$1,900	\$0	\$1,900	0%
730	Equipment	\$0	\$250	\$0	\$250	0%
890	Miscellaneous	\$0	\$250	\$0	\$250	0%
TOTAL		\$404,397	\$376,907	\$1,325	\$375,582	0%

Cost per child: \$6,153 + Trans/Custodial

JH PRINCIPAL

ACCOUNT:	01-000-003-130-2410	FY21	FY22	Spent	Balance	% Spent
110	Salary (1/3)	\$25,410	\$26,400	\$0	\$26,400	0.00%
210	Group Insurance (1/3)	\$4,608	\$5,803	\$0	\$5,803	0.00%
220	Social Security	\$1,944	\$2,020	\$0	\$2,020	0.00%
230	Teacher's Retirement	\$3,240	\$3,366	\$0	\$3,366	0.00%
290	Other Employee Benefits	\$102	\$150	\$0	\$150	0.00%
291	Income Protection	\$117	\$150	\$0	\$150	0.00%
300	PHLab	\$0	\$40,000	\$0	\$40,000	0.00%
580	Travel	\$0	\$500	\$0	\$500	0.00%
610	Supplies	\$0	\$500	\$0	\$500	0.00%
730	Equipment	\$0	\$250	\$0	\$250	0.00%
810	Dues and Fees	\$0	\$500	\$0	\$500	0.00%
890	Miscellaneous	\$0	\$500	\$0	\$500	0.00%
TOTAL		\$35,421	\$80,138	\$0	\$80,138	0%

80,139

Jr High:

SDavis	\$41,850
CSowagen	\$41,100
FOsena	\$41,850
AWells	\$32,515
DQuerikiol	\$11,150
MBueno	\$45,750
JWoodbury	\$11,610
FACS	\$14,820
Business	\$12,334
Salary Total	\$252,979

Est. FY21

\$43,550	EMcRae
\$44,650	CSowagen
\$29,613	TAlbertson
\$11,163	DQuerikiol
\$46,500	MBueno
\$43,550	
\$12,642	MAspel
\$0	FACS
\$0	Business
\$2,084	Signing Bonuses
\$0	Moving Expenses
233,752	

**PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22**

ACCOUNT:	HIGH SCHOOL INSTRUCTION 01-000-004-140-1000	FY21	FY22	Spent	Balance	% Spent
110	Salaries	\$262,970	\$257,725	\$2,437	\$255,288	0.95%
120	Non-Certified Salaries	\$54,500	\$56,100	\$0	\$56,100	0.00%
130	Teacher Substitutes	\$22,275	\$22,500	\$0	\$22,500	0.00%
210	Group Insurance	\$35,191	\$52,650	\$0	\$52,650	0.00%
220	Social Security	\$25,990	\$25,729	\$0	\$25,729	0.00%
230	Teacher's Retirement	\$36,369	\$35,729	\$0	\$35,729	0.00%
290	Other Employee Benefits	\$8,630	\$9,000	\$0	\$9,000	0.00%
291	Income Protection	\$629	\$750	\$0	\$750	0.00%
300	PHLab	\$0	\$20,000	\$0	\$20,000	0.00%
561	Tuition to other Districts	\$739	\$1,000	\$0	\$1,000	0.00%
580	Travel - Staff Travel	\$779	\$750	\$0	\$750	0.00%
610	Supplies - Approx. 700 per classroom + \$15000 for	\$13,851	\$12,500	\$393	\$12,107	3.14%
640	Minor Curriculum Changes	\$30	\$2,500	\$0	\$2,500	0.00%
730	Equipment	\$1,343	\$750	\$0	\$750	0.00%
732	Driver's Education	\$0	\$1,000	\$0	\$1,000	0.00%
810	Dues and Fees	\$2,000	\$6,000	\$0	\$6,000	0.00%
890	Miscellaneous/Contingency - Field trips, graduation, assemblies, special projects	\$225	\$500	\$0	\$500	0.00%
	TOTAL	\$465,521	\$505,183	\$2,830	\$502,353	0.56%

ACCOUNT:	HIGH SCHOOL GUIDANCE 01-000-004-140-2120	FY21	FY22	Spent	Balance	% Spent
110	Counselor Salary	\$50,100	\$50,100	\$0	\$50,100	0.00%
210	Group Insurance	\$7,840	\$8,727	\$0	\$8,727	0.00%
220	Social Security	\$3,833	\$3,833	\$0	\$3,833	0.00%
230	Teacher's Retirement	\$6,388	\$6,388	\$0	\$6,388	0.00%
290	Other Employee Benefits	\$590	\$700	\$0	\$700	0.00%
291	Income Protection	\$174	\$200	\$0	\$200	0.00%
580	Travel	\$1,613	\$1,000	\$0	\$1,000	0.00%
610	Supplies	\$0	\$500	\$0	\$500	0.00%
640	Curriculum	\$0	\$1,500	\$0	\$1,500	0.00%
730	Equipment	\$0	\$1,500	\$0	\$1,500	0.00%
810	Dues and Fees	\$4,267	\$5,000	\$0	\$5,000	0.00%
890	Miscellaneous	\$0	\$250	\$0	\$250	0%
	TOTAL	\$74,804	\$79,697	\$0	\$79,697	0%

79,698

ACCOUNT:	HIGH SCHOOL PRINCIPAL 01-000-004-140-2410	FY20	FY22	Spent	Balance	% Spent
110	Principal Salary (2/3)	\$50,820	\$53,600	\$0	\$53,600	0.00%
210	Group Insurance (2/3)	\$10,138	\$11,651	\$0	\$11,651	0.00%
220	Social Security	\$3,888	\$4,100	\$0	\$4,100	0.00%
230	Teacher's Retirement	\$6,480	\$6,834	\$0	\$6,834	0.00%
291	Income Protection	\$106	\$150	\$0	\$150	0.00%
580	Travel	\$1,984	\$1,000	\$0	\$1,000	0.00%
610	Supplies	\$253	\$250	\$0	\$250	0.00%
730	Equipment	\$0	\$250	\$0	\$250	0.00%
810	Principal Dues and Fees	\$565	\$600	\$0	\$600	0.00%
890	Miscellaneous	\$1,882	\$500	\$0	\$500	0.00%
	TOTAL	\$76,115	\$78,935	\$0	\$78,935	0%

Sr. High:	FY20	FY21
JCurlee	\$42,800	\$43,550
EKolb	\$43,850	\$44,550
AWells	\$13,935	\$29,613
KSalvador	\$44,600	\$48,150
DQuerikol	\$11,150	\$11,163
JWoodbury	\$31,721	\$37,182
Business	\$42,800	\$0
FACS	\$19,000	\$0
FOsena	\$44,600	\$41,850
Totals	\$294,456	\$1,667
		Signing Bonuses
		Moving Expenses
		\$257,725

PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22

SPECIAL EDUCATION						
ACCOUNT:	01-055-000-240-1000	FY21	FY22	Spent	Balance	% Spent
110	Salaries	\$85,785	\$92,617	\$0	\$92,617	0.00%
120	Non-Certified Salaries	\$191,648	\$191,648	\$0	\$191,648	0.00%
210	Group Insurance	\$33,000	\$26,181	\$0	\$26,181	0.00%
220	Social Security	\$21,224	\$21,746	\$0	\$21,746	0.00%
230	Teacher's Retirement	\$10,938	\$11,809	\$0	\$11,809	0.00%
290	Other Employee Benefits	\$1,715	\$2,000	\$0	\$2,000	0.00%
291	Income Protection	\$131	\$1,500	\$0	\$1,500	0.00%
300	Purchased Services (para training, reflex site)	\$812	\$6,000	\$0	\$6,000	0.00%
561	Tuition - Out of District Special Education Students	\$33,330	\$48,000	\$0	\$48,000	0.00%
580	Travel	\$462	\$1,000	\$0	\$1,000	0.00%
592	Services to Special Ed Coop- This line item is where we pay for Souris Valley Coop membership dues.	\$37,867	\$40,000	\$0	\$40,000	0.00%
610	Supplies	\$0	\$1,000	\$0	\$1,000	0.00%
640	Textbooks - Approved Requisitions & Misc. Needs	\$0	\$300	\$0	\$300	0.00%
730	Equipment - Misc. Needs	\$454	\$500	\$0	\$500	0.00%
810	Dues and Fees	\$65	\$250	\$0	\$250	0.00%
890	Miscellaneous	\$48	\$250	\$0	\$250	0.00%
TOTAL		\$417,478	\$444,801	\$0	\$444,801	0%

Special Education:

FY20	FY21
GMonton \$41,185	\$43,900 GMonton
JRobson \$44,600	
Total \$85,785	\$47,050 MQuillin
	\$1,667 Signing Bonus
	\$92,617

SPECIAL EDUCATION SPEECH 01-055-000-225-						
ACCOUNT:	1000	FY21	FY22	Spent	Balance	% Spent
110	Salary (Before School Workshop)	\$0	\$250	\$0	\$250	0.00%
220	Social Security (Before School Workshop)	\$0	\$30	\$0	\$30	0.00%
300	Staff Development	\$0	\$250	\$0	\$250	0.00%
610	Supplies	\$442	\$500	\$0	\$500	0.00%
730	Equipment	\$0	\$250	\$0	\$250	0.00%
810	Dues and Fees	\$425	\$500	\$0	\$500	0.00%
890	Miscellaneous	\$0	\$250	\$0	\$250	0.00%
TOTAL		\$867	\$2,030	\$0	\$2,030	0%

Special Education Speech:

MGarza	Pd. by SV
Total	\$0

**PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22**

VOCATIONAL AG INSTRUCTION 01-056-005-310-

ACCOUNT: 1000	FY21	FY22	Spent	Balance	% Spent
110 Salary (33%) (added summer work)	\$21,499	\$24,897	\$0	\$24,897	0%
220 Social Security	\$1,645	\$1,905	\$0	\$1,905	0%
230 Teacher's Retirement	\$2,741	\$3,174	\$0	\$3,174	0%
290 Other Employee Benefits - Health Insurance	\$2,000	\$2,879	\$0	\$2,879	0%
291 Income Protection	\$18	\$100	\$0	\$100	0%
580 Travel (reimbursed by state)	\$2,379	\$2,500	\$0	\$2,500	0%
610 Supplies - Approved requisitions & Misc. expenditures.	\$4,533	\$6,000	\$438	\$5,562	7%
730 Equipment	\$1,697	\$1,000	\$0	\$1,000	0%
810 Dues and Fees	\$2,250	\$2,000	\$0	\$2,000	0%
890 Miscellaneous - Emerging Technology Costs (\$6,500: \$5,000 annual dues + \$1,500 professional development)	\$0	\$250	\$0	\$250	0%
TOTAL	\$38,762	\$44,705	\$438	\$44,267	1%

VOCATIONAL FACS INSTRUCTION 01-056-005-

ACCOUNT: 342-1000	FY21	FY22	Spent	Balance	% Spent
110 Salary (30%)	\$0	\$0	\$0	\$0	#DIV/0!
210 Group Health	\$3,450	\$2,618	\$0	\$2,618	0%
220 Social Security	\$0	\$0	\$0	\$0	#DIV/0!
230 Teacher's Retirement	\$0	\$0	\$0	\$0	#DIV/0!
291 Income Protection	\$31	\$50	\$0	\$50	0%
580 Travel	\$0	\$750	\$0	\$750	0%
610 Supplies - Approved requisitions & Misc. expenditures.	\$0	\$250	\$0	\$250	0%
730 Equipment	\$0	\$500	\$0	\$500	0%
810 Dues and Fees	\$0	\$200	\$0	\$200	0%
890 Miscellaneous - Emerging Technology Costs	\$0	\$250	\$0	\$250	0%
TOTAL	\$3,481	\$4,618	\$0	\$4,618	0%

VOCATIONAL BUSINESS INSTRUCTION 01-056-

ACCOUNT: 005-360-1000	FY21	FY22	Spent	Balance	% Spent
110 Salary (44%)	\$0	\$0	\$0	\$0	#DIV/0!
210 Group Health	\$3,450	\$3,839	\$0	\$3,839	0%
220 Social Security	\$0	\$0	\$0	\$0	#DIV/0!
230 Teacher's Retirement	\$0	\$0	\$0	\$0	#DIV/0!
291 Income Protection	\$31	\$50	\$0	\$50	0%
580 Travel	\$621	\$750	\$0	\$750	0%
610 Supplies - Approved requisitions & Misc. expenditures.	\$100	\$500	\$0	\$500	0%
730 Equipment	\$0	\$250	\$0	\$250	0%
810 Dues and Fees	\$2,600	\$200	\$0	\$200	0%
890 Miscellaneous - Emerging Technology Costs	\$0	\$250	\$0	\$250	0%
TOTAL	\$6,802	\$5,839	\$0	\$5,839	0%

Vocational		Est. FY21	
FACS	\$0	\$0.00	FACS
Business	\$0	\$0.00	Business
JWoodbury	\$21,499	\$24,897.00	JWoodbury
Total	\$21,499	\$24,897.00	

PARSHALL PUBLIC SCHOOL DISTRICT #3
 EXPENSE BUDGET
 2021-22

Extra Curricular Coaches/Advisors 01-						
ACCOUNT:	000-000-400-3400	FY21	FY22	Spent	Balance	% Spent
120	Coach/Advisor Stipends	\$103,968	\$103,968	\$0	\$103,968	0%
110	Non Certified Staff	\$0	\$0	\$0	\$0	#DIV/0!
210	Group Insurance	\$366	\$700	\$0	\$700	0%
220	Social Security	\$7,954	\$8,215	\$0	\$8,215	0%
230	Teacher's Retirement	\$9,864	\$9,864	\$0	\$9,864	0%
291	Income Protection	\$4	\$50	\$0	\$50	0%
580	Travel	\$0	\$500	\$0	\$500	0%
610	Supplies	\$964	\$750	\$0	\$750	0%
810	Dues and Fees	\$0	\$200	\$0	\$200	0%
TOTAL		\$123,120	\$124,247	\$0	\$124,247	0%

CERTIFIED COACHES & ACTIVITY ADVISORS		Budget	Revised FY21			
				Curriculum Chairs	\$2,100	\$2,163
	Activities Director	\$4,260	\$4,388	Cheer Advisor	\$2,142	\$2,206
	Head Volleyball	\$4,005	\$4,125	Asst GBB Coach	\$2,513	\$2,588
	Asst Volleyball	\$2,557	\$2,634	Pep Band	\$3,966	\$4,085
	JH Volleyball	\$1,662	\$1,712	Prom Advisor	\$886	\$913
	Junior High Basketball Cheerleading	\$647	\$666	Senior Class Advisor	\$1,607	\$1,655
	Assistant Football	\$2,507	\$2,582	Junior Class Advisor	\$886	\$913
	Head Football	\$4,155	\$4,280	Sophomore Class Advisor	\$2,936	\$3,024
	JH Football	\$2,853	\$2,939	Freshman Class Advisor	\$577	\$594
	Head Varsity GBB Coach	\$3,966	\$4,085	Drama Coach	\$2,081	\$2,143
	Jr High Boys Basketball	\$1,566	\$1,613	Head Cross Country Coach	\$4,944	\$5,092
	Head Varsity BBB Coach	\$3,914	\$4,031	Head Track Coach	\$7,416	\$7,638
	Asst Varsity BBB Coach	\$3,543	\$3,649	Asst Track Coach	\$2,513	\$2,588
	Head Golf	\$4,069	\$4,191	Asst Track Coach	\$2,565	\$2,642
	Jr High Girls Basketball Coach	\$1,566	\$1,613	Web Master	\$1,648	\$1,697
	Asst Baseball	\$2,565	\$2,642	Student Council Advisor	\$628	\$647
	Yearbook	\$1,772	\$1,825	National Honor Society	\$2,081	\$2,143
	FBLA Advisor	\$1,772	\$1,825	Chess Coach	\$628	\$647
	FFA	\$2,184	\$2,250	Assistant Chess Coach	\$412	\$424
	FCCLA	\$1,875	\$1,931	Contingencies	\$2,060	\$2,122
	7th Grade Advisor	\$628	\$647	Driver Education	\$3,605	\$3,713
	8th Grade Advisor	\$680	\$700	SUB TOTAL	\$100,940	\$103,968
				Elementary BBB Coach	\$1,566	\$1,613
				Elementary GBB Coach	\$1,669	\$1,719
				SUB TOTAL	\$3,235	\$3,332

actual contract

**EXPENSE BUDGET
2021-22**

EC Travel						
ACCOUNT:	01-000-000-400-2700	FY21	FY22	Spent	Balance	% Spent
120	Salaries	\$16,480	\$21,500	\$0	\$21,500	0%
220	Social Security	\$1,268	\$1,645	\$0	\$1,645	0%
510	Student Activity Travel	\$300	\$400	\$0	\$400	0%
	Total	\$18,048	\$23,545	\$0	\$23,545	0%

**PARSHALL PUBLIC SCHOOL DISTRICT #
EXPENSE BUDGET
2021-22**

Food Service 01-000-						
ACCOUNT:	002-120-3100	FY21	FY22	Spent	Balance	% Spent
110	Salaries	\$193	\$200	\$0	\$200	0%
120	Salaries	\$39,000	\$40,170	\$0	\$40,170	0%
210	Group Insurance	\$3,000	\$4,363	\$0	\$4,363	0%
220	Social Security	\$916	\$15	\$0	\$15	0%
290	Other Employee Benefits	\$2,035	\$1,275	\$0	\$1,275	0%
	Total	\$45,144	\$46,023	\$0	\$46,023	0%

Food Service 01-000-						
ACCOUNT:	004-140-3100	FY21	FY22	Spent	Balance	% Spent
120	Salaries	\$19,570	\$20,157	\$0	\$19,570	0%
210	Group Insurance	\$3,000	\$4,363	\$0	\$3,000	0%
220	Social Security	\$1,497	\$1,542	\$0	\$1,497	0%
290	Other Employee Benefits	\$425	\$425	\$140	\$285	33%
	Total	\$24,492	\$26,487	\$140	\$24,352	1%

**PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22**

ACCOUNT:	TITLE I - ESEA COMPENSATORY EDUCATION	FY21	FY22	Spent	Balance	% Spent
110	Salaries	\$119,409	\$172,950	\$0	\$172,950	0%
210	Group Insurance				\$36,657	
220	Social Security				\$0	
230	Teacher's Retirement	\$36,657	\$36,657	\$0	\$0	0%
291	Income Protection				\$0	
300	Purchased Services	\$0	\$0	\$0	\$0	
580	Travel	\$4,000	\$1,300	\$0	\$1,300	0%
610	Supplies- Homeless (\$4,000) & Classroom (3,873)	\$7,878	\$5,885	\$0	\$5,885	0%
730	Equipment	\$2,000	\$2,000	\$0	\$2,000	0%
800	Dues and Fees	\$12,000	\$12,000	\$0	\$12,000	0%
	TOTAL	\$181,944	\$230,792	\$0	\$230,792	0%
	Title I					
		\$0		\$1,036		
	LOdermann	\$66,350		\$1,180		
	CClauson	\$44,100		\$2,066		
	CGrubb	\$62,500		\$32		
	Total	\$172,950				

ACCOUNT:	TRANSFER TITLE I Part A	01-082-020-261-	1000	FY21	FY22	Spent	Balance	% Spent
110	Salaries			\$51,520	\$43,933	\$0	\$43,933	0%
200	Group Insurance							0%
220	Social Security			\$10,594	\$8,030	\$0	\$8,030	#DIV/0!
230	Payroll Deduction							#DIV/0!
330	Purchased Services			\$0	\$0	\$0	\$0	#DIV/0!
580	Travel			\$0	\$0	\$0	\$0	#DIV/0!
610	Supplies			\$0	\$0	\$0	\$0	#DIV/0!
810	Dues and Fees			\$0	\$0	\$0	\$0	#DIV/0!
	TOTAL			\$62,114	\$51,963	\$0	\$51,963	0%

ACCOUNT:	TRANSFER TITLE IV Student Support/Acad Enrichment	01-082-020-285-1000	FY21	FY22	Spent	Balance	% Spent
120	Non-Certified Salaries		\$13,600	\$12,500	\$0	\$12,500	0%
200	Benefits		\$1,030	\$1,060	\$0	\$1,060	0%
220	Social Security		\$0	\$0	\$0	\$0	#DIV/0!
330	Purchased Services		\$6,800	\$5,476	\$0	\$5,476	0%
610	Supplies		\$7,076	\$7,000	\$0	\$7,000	0%
580	Travel		\$300	\$300	\$0	\$300	0%
730	Equipment		\$0	\$0	\$0	\$0	#DIV/0!
810	Dues and Fees		\$300	\$300	\$0	\$300	0%
	TOTAL		\$29,107	\$26,636	\$0	\$26,636	0%

ACCOUNT:	TITLE VI - INDIAN EDUCATION PROGRAM	01-	063-000-100-2120	FY21	FY22	Spent	Balance	% Spent
110	Certified Salaries			\$23,683	\$26,000	\$0	\$26,000	0%
120	Non-Certified Salaries			\$12,240	\$14,000	\$0	\$14,000	0%
210	Group Insurance			\$4,785	\$1,000	\$0	\$1,000	0%
220	Social Security			\$2,418	\$1,613	\$0	\$1,613	0%
230	Teacher Retirement			\$1,643	\$2,149	\$0	\$2,149	0%
290	Other Employee Benefits			\$291	\$300	\$0	\$300	0%
330	Purchased Services			\$929	\$1,000	\$0	\$1,000	0%
580	Travel			\$0	\$3,048	\$0	\$3,048	0%
610	Supplies			\$169	\$2,000	\$0	\$2,000	0%
730	Equipment			\$691	\$0	\$0	\$0	#DIV/0!
810	Due and Fees			\$3,550	\$4,000	\$0	\$4,000	0%
890	Miscellaneous			\$146	\$0	\$0	\$0	#DIV/0!
	TOTAL			\$50,545	\$55,110	\$0	\$55,110	\$0

PARSHALL PUBLIC SCHOOL DISTRICT #3
 EXPENSE BUDGET
 2021-22

PREK - 01-000-000-105-3300						
ACCOUNT:	Little Learners/Early Childhood	FY21	FY22	Spent	Balance	% Spent
110	Salaries	\$39,312	\$43,550	\$0	\$43,550	0%
120	Non-Certified Salaries	\$43,500	\$44,805	\$0	\$44,805	0%
210	Group Insurance			\$0		
220	Social Security	\$6,335	\$6,759	\$0	\$6,759	0%
230	Teacher Retirement			\$0		
290	Over Employee Benefits	\$325	\$500	\$123	\$377	
300	Purchased Professional & Technical Services	\$0	\$0	\$0	\$0	#DIV/0!
570	Meals/Snacks	\$475	\$500	\$0	\$500	0%
580	Travel	\$0	\$250	\$0	\$250	0%
610	Supplies	\$2,189	\$2,500	\$0	\$2,500	0%
730	Equipment	\$0	\$250	\$0	\$250	0%
810	Dues and Fees	\$796	\$800	\$0	\$800	0%
890	Miscellaneous & Contingencies	\$0	\$250	\$0	\$250	0%
TOTAL		\$92,932	\$100,164	\$123	\$100,041	0%

PARSHALL PUBLIC SCHOOL DISTRICT #3
 EXPENSE BUDGET
 2021-22



TRANSPORTATION - 01-000-000-000-

ACCOUNT: 2700		FY21	FY22	Spent	Balance	% Spent
120	Driver Wages	\$102,000	\$105,000	\$0	\$105,000	0%
121	Bus Mechanic			\$0		
210	Insurance for teachers who drive	\$555	\$4,000	\$0	\$4,000	0%
220	Social Security	\$5,569	\$8,033	\$0	\$8,033	0%
290	Employee Benefits	\$5	\$2,000	\$0	\$2,000	0%
330	Other (Bus physicals)	\$90	\$250	\$0	\$250	0%
430	Repairs/Maintenance Services	\$7,226	\$15,000	\$0	\$15,000	0%
510	Family Transportation	\$436	\$2,500	\$0	\$2,500	0%
520	Bus Insurance	\$0	\$1,400	\$0	\$1,400	0%
610	Bus Supplies	\$495	\$750	\$0	\$750	0%
620	Gasoline/Diesel	\$14,173	\$39,000	\$0	\$39,000	0%
730	Bus	\$0	\$0	\$0	\$0	#DIV/0!
810	Dues and Fees	\$83	\$250	\$0	\$250	0%
890	Contingency/Miscellaneous (hail damage)	\$1,100	\$2,000	\$0	\$2,000	0%
TOTAL		\$131,732	\$180,183	\$0	\$180,183	0%

PARSHALL PUBLIC SCHOOL DISTRICT #3
 EXPENSE BUDGET
 2021-22

TRANSFERS TO OTHER FUNDS - 01-						
ACCOUNT:	000-000-000-6300	FY21	FY22	Spent	Balance	% Spent
6330	Transfer to Capital	\$0	\$0	\$0	\$0	#DIV/0!
6340	Transfer to Sinking Fund and Interest	\$0	\$0	\$0	\$0	#DIV/0!
6350	Transfer to Food Service -	\$25,000	\$25,000	\$0	\$25,000	0%
TOTAL		\$25,000	\$25,000	\$0	\$25,000	0%

EXPENSE BUDGET

2021-22 **Elementary**

TARGETED SUPPORT						
ACCOUNT:	01-099-002-261-1000	FY21	FY22	Spent	Balance	% Spent
110	Professional Salary	\$12,836	\$12,836	\$0	\$12,836	0%
130	Substitute Teachers	\$2,400	\$2,400	\$0	\$2,400	0%
200	Benefits	\$0	\$0	\$0	\$0	#DIV/0!
300	Purchased Services	\$6,799	\$31,799	\$0	\$31,799	0%
580	Travel	\$6,750	\$6,750	\$0	\$6,750	0%
600	Supplies	\$9,087	\$9,087	\$0	\$9,087	0%
730	Equipment	\$0	\$0	\$0	\$0	#DIV/0!
810	Dues and Fees	\$12,128	\$12,128	\$0	\$12,128	0%
TOTAL		\$50,000	\$75,000	\$0	\$75,000	0%

Junior High & High School

TARGETED SUPPORT						
ACCOUNT	01-099-004-261-1000					
110	Professional Salary	\$12,836	\$12,836	\$0	\$12,836	0%
130	Substitute Teachers	\$2,400	\$2,400	\$0	\$2,400	0%
200	Benefits	\$0	\$0	\$0	\$0	#DIV/0!
300	Purchased Services	\$6,799	\$6,799	\$0	\$6,799	0%
580	Travel	\$6,750	\$6,750	\$0	\$6,750	0%
600	Supplies	\$9,087	\$9,087	\$0	\$9,087	0%
730	Equipment	\$0	\$0	\$0	\$0	#DIV/0!
810	Dues and Fees	\$12,128	\$12,128	\$0	\$12,128	0%
TOTAL		\$50,000	\$50,000	\$0	\$50,000	0%

Appendix A: Revenue Tracking

State Aid	Projected FY22	Revised	Received	%Received
Foundation Aid	\$2,327,990	\$2,327,990	\$232,242	9.98%
Transportation Aid	\$223,696	\$223,696	\$21,510	9.62%
CTE	\$20,000	\$20,000	\$0	0.00%
SpEd Reimbursement	\$1,000.00	\$1,000.00	\$14,982	1498.20%
Total State Aid	\$2,572,686	\$2,572,686	\$253,752	9.86%

Federal Impact Aid	Projected FY22	Revised	Received	%Received
FY19	\$750,000	\$750,000	\$0	0.00%
Total Impact Aid	\$750,000	\$750,000	\$0	0.00%

Other Federal Revenue	Projected FY22	Revised	Received	%Received
Carl Perkins	\$6,000	\$6,000	\$0	0.00%
Title I	\$181,979	\$181,979	\$0	0.00%
Title II	\$40,133	\$40,133	\$0	0.00%
Reallocated	\$16,000	\$16,000	\$0	0.00%
Title IV - Enrichment	\$27,595	\$27,595	\$0	0.00%
Title VI - Indian Ed	\$57,853	\$57,853	\$0	0.00%
Total Other Fed Rev	\$329,560	\$329,560	\$0	0.00%

Local Property Tax	Projected FY22	Revised	Received	%Received
McClellan			\$0	0.00%
Mountrail	\$1,500,000	\$1,500,000	\$0	0.00%
Interest	\$2,500	\$2,500	\$0	0.00%
Total	\$1,502,500	\$1,502,500	\$0	0.00%

Oil/Gas/Coal Revenue	Projected FY22	Revised	Received	%Received
State oil/gas production	\$172,000	\$172,000	\$0	0.00%
State coal/mineral	\$13,460	\$13,000	\$0	0.00%
Oil Royalties from Companies	\$15,634	\$15,000	\$0	0.00%
Total Oil/Gas/Coal Revenue	\$201,094	\$200,000	\$0	0.00%

Miscellaneous Local Revenue	Projected FY22	Revised	Received	%Received
Other Employee Benefits (in/out)	\$40,000.00	\$40,000.00	\$3,555.00	8.89%
Reimbursement for J1 Fees	\$18,000.00	\$18,000.00	\$0	0.00%
Signage (Score Board, Table, & Marquee)	\$35,000.00	\$35,000.00	\$23,737.00	67.82%
Total	\$93,000.00	\$93,000.00	\$27,292.00	29.35%

Miscellaneous State Revenue	Projected FY22	Revised	Received	%Received
Targeted Assistance Grant	\$125,000.00	\$125,000.00	\$0.00	0.00%
Total	\$125,000.00	\$125,000.00	\$0.00	97.17%

Projected FY22	Projected FY22	Revised	Received	%Received
\$5,573,840	\$5,572,746	\$0	\$281,044	5.04%

Fund 4	Projected FY22	Revised	Received	% Received
Sinking & Interest Fund Levy	\$363,587	\$363,587	\$0	0.00%

Cell: E5

Comment: =====

ID#AAAAM_AkJDg
(2021-07-07 15:32:05)
Transportation - \$5722,
Per Pupil - \$166,292

Oil Royalty - \$9049
Coal - \$1331
State Oil/gas - \$37,853
~Joani Tucker

**PARSHALL PUBLIC SCHOOL DISTRICT #3
EXPENSE BUDGET
2021-22**

ACCOUNT:	Fund 4: Debt Service	FY21	FY22	Spent	Balance	% Spent
	Sinking & Interest Fund	\$330,534	\$330,534	\$0	\$330,534	0%
	Total	\$330,534	\$330,534	\$0	\$330,534	

Parshall School District #3

High School
601 N Main Street
PO Box 158
Parshall, ND 58770
701-862-3129
Fax 701-862-3801

Elementary School
211 1st Street NW
PO Box 69
Parshall, ND 58770
701-862-3417
Fax 701-862-3419



Superintendent

1. Goal and vision setting
 - Long term and short term vision.....Goals
 - Curriculum development for new staff members
 - SFA & IReady Math
 - NWEA & Aims Web testing
 - Cares II & III act \$2 million (20% must be learning loss)
 - Strategic Plan
 - Implement curriculum development in our school buildings.
2. Board Relations
 - Policy updates- monthly working on 10 or more recommended policies per month.
 - Policy Committee
3. Operations and resource management
 - Budget 2021-22
4. Other Staff Development
 - 2021-22 Staff Development Calendar
 - Professional Days 16th & 17th is full
5. LIEC meeting
6. ESSER II has been approved.
7. ESSER III has been submitted
8. Audit Report
 - 17 findings
9. School Begins August 18th
10. Football vs Kenmare August 20th
11. Football @ Alexander August 27th
12. Volleyball vs Alexander August 31st

2021-2022 NDDPI Due Date Document

This list of annual due dates was compiled by the North Dakota Department of Public Instruction (NDDPI), not as an all-inclusive list, but a comprehensive list with most of the dates for reporting to NDDPI, North Dakota Department of Career & Technology Education (CTE), and Cognia (AdvancED and Measured Progress are now Cognia). Schools/districts are encouraged to use this list and add other due dates as necessary (i.e., migrant school funding, early childhood programs, English Learner reports).

For any suggested additions or corrections, please contact the NDDPI at (701) 328-25771.

*These are reports that must have board approval. Some may need approval and are not marked.

NP yes: Non-public schools must complete this report.

NP if applicable: Non-public schools may need to complete this report (i.e., if they participate in program.)

Last updated August 2021

Due Date	Report Name	Contact Agency (key on last page)
August		
Jul-Aug	Federal Programs Year-End Processes (Final claims, detailed ledgers, status reports, and set-aside reports due upon payment of all expenditures)	DPI: EIS - Title I; AS - Title II/V; EL - Title III; EIS - Title IV
Mid Aug -- Mid April	Monthly USDA Foods Survey (Food Order for October) -- NP if applicable	DPI: CNFD
Last Friday of Aug	Consolidated Application for Federal Title Funds*	DPI: EIS - Title I; AS - Title II/V; EL - Title III; EIS - Title IV
Aug 30	ESSA Confirmation of Tribal Consultation Form (only affected districts that meet criteria)	DPI: IM
Aug-Sep	Screen and identify English learners within 30 days of the first day of school	DPI: IM
30 days following 1st day of school	Student Immunizations Records: Must be up-to-date in districts files -- NP yes	NDDoH
September		
Sept 01	Summer School -- NP may get approved but would not fill out the enrollment report	DPI: SAO Steve Snow
Sept 01	School Nutrition Program Annual Program Renewal -- NP if	DPI: CNFD
Sept 07	MIS01 - LEA Directory -- NP yes	DPI: MIS
Sept 07	MIS02 - School Directory -- NP yes	DPI: MIS
Sept 10	Monthly Claim for School Nutrition Program Reimbursement (August) -- NP if applicable	DPI: CNFD
Sept 10	15.1-27-02 Per Student Payments - Employee Compensation	DPI: SFO Adam Tescher
Sept 15	Enrollment Report includes: Special Education, Section 504, Refugee, Alternative Ed, NS Lunch Program, Open Enrolled, BIE, 21st Century, Title I, Home School, Migrant, Homeless, Immigrant, EL, CTE, Direct Certification, Ed Career Planning, Military, Foster Care, and N&D	DPI: SAO Steve Snow for general enrollment
Sept 11	15.1-02-13. School district employee compensation report.	DPI: SFO Adam Tescher

Due Date	Report Name	Agency
Dec 15	Set up EL test sessions in WIDA AMS.	DPI: AO
Dec 15	15.1-27-02. Taxable Valuation and Mill Levy Certifications: Counties certify these reports, Districts are responsible to assure they are filed	DPI: SFO Adam Tescher
Dec 15	School Nutrition Program Verification Summary Report – NP if applicable	DPI: CNFD
Dec 15	15.1-15-01. Performance reviews - Written reports.	SAO
Mid Dec	Monthly USDA Foods Survey (Food Order for February) – NP if applicable	DPI: CNFD
January		
Jan 10	Monthly Claim for School Nutrition Program Reimbursement (December)-NP if applicable	DPI: CNFD
Mid Jan	Monthly USDA Foods Survey (Food Order for March) – NP if applicable	DPI: CNFD
Ongoing	Enrollment Report includes: Special Education, Section 504, Refugee, Alternative Ed, NS Lunch Program, Open Enrolled, BIE, 21st Century, Title I, Home School, Migrant, Homeless, Immigrant, EL, CTE, Direct Certification, Ed Career Planning, Military, Foster Care	DPI: SAO Steve Snow for general enrollment
Mid Jan to Mid Feb	Student Engagement Survey	DPI: SAO
Mid Jan to Mid Feb	English Learner – Annual ACCESS Assessment Test Window	DPI: AO
February		
Feb 01	Equipment must be purchased	CTE
Feb 01	School Nutrition Program On site review completed of multiple site programs-NP if applicable	DPI: CNFD
Feb 10	Monthly Claim for School Nutrition Program Reimbursement (January) – NP if applicable	DPI: CNFD
Mid Feb	Monthly USDA Foods Survey (Food Order for April) – NP if applicable	DPI: CNFD
March		
Mar 01	67-15-02-07 Reconfiguration of Instructional Days Waiver Four Day School Week (SFN 58170) – Initial	DPI: SAO
Mar 01	67-19-02-07 Waiver of High School Unit Instructional Time (SFN 58169) – Initial	DPI: SAO
Mar 10	Monthly Claim for School Nutrition Program Reimbursement (February) – NP if applicable	DPI: CNFD
Mid Mar	Annual USDA Foods Survey – NP if applicable	DPI: CNFD
Mar-Apr	Intent to Apply for Federal Title Funds	DPI: EIS - Title I; AS - Title II/V; EL - Title III; EIS - Title IV
Mar-Apr	Title III Consortium Agreements	DPI: IM
April		
Apr 10	Monthly Claim for School Nutrition Program Reimbursement (March) - NP if applicable	DPI: CNFD
Mid Apr	Fresh Fruit and Vegetable Grant Due (NP may apply for grants)	DPI: CNFD
Mid Apr	Monthly USDA Foods Survey (Food Order for August) – NP if applicable	DPI: CNFD
April 15	15.1-15-02. Probationary teachers - Review of evaluations - Renewal and nonrenewal of contracts. (No Earlier than April 1)	Districts
April 15	CHAPTER 15.1-14 – All Administrator Contracts by April 15	Districts and REAs

Due Date	Report Name	Agency
Jun 15	Ensure transcripts are certified in eTranscripts (State Scholarship)	DPI: SAO
Jun 15	Advanced Placement Exam Fee Submission Worksheet (SFN 61062)	DPI: AS
Jun 30	Choice Ready Report –Accountability (State and ESSA)	DPI: MIS
Jun 30	Teacher Effectiveness Report (State and ESSA)	DPI: SAO
Jun 30	15.1-27-02 Per Student Payments – Required Reports (Enrollment Report Spring - All must be accurate (no errors))	DPI: SAO Steve Snow
Jun 30	Career Planning within the Enrollment Report	DPI: SAO
Jun 30	Transportation* - (State Deadline – Reimbursement)	DPI: SAO Steve Snow
June 30	Graduation Report –Accountability Report (State and ESSA) within Enrollment Report	DPI: SAO
June 30	15.1-06-18 School report Review	SAO
June 30	15.1-09-35. Reports by school boards on conditions of schools.	District
June 30	15.1.07-26 School District demographics – Long- Term Planning (Every Even Year)	District
June 30	15.1-09-50. Board of education of city of Fargo - Powers.	Fargo
July		
July 1	67-15-02-07. Reconfiguration of Instructional Days Waiver Four Day School Week (SFN 58170) – Extension	SAO
July 1	67-19-02-07 Waiver of High School Unit Instructional Time (SFN 58169) – Extension	SAO
Jul-Aug	Federal Programs Year-End Processes (Final claims, detailed ledgers, status reports, and set-aside reports due upon payment of all expenditures)	DPI: EIS - Title I; AS - Title II/V; EL - Title III; EIS - Title IV

*These are reports that must have board approval. Some may need approval and are not marked.
NP yes: Non-public schools must complete this report
NP if applicable: Non-public schools may need to complete this report (i.e., if they participate in program.)

AO – Assessment Office

AS – Academic Support

CNFD – Child Nutrition & Food Distribution

EIS – Educational Improvement & Support

IM – Indian/Multicultural Education (EL/Migrant)

NDDoH – North Dakota Department of Health

SFO – School Finance & Organization

CTE – Department of Career & Technical Education

EL – English Learners

MIS – Management Information System

SAO – School Approval & Opportunity

SpEd – Special Education



Elementary Principal Report - August 9, 2021

1. New Hires:

- Kendra Meyer - Kindergarten
- Sasha Snow - 3rd grade**
- Andy Zarembinski - 5th grade
- Andrea Anderson - 5th grade

2. Staffing changes and concerns:

- Moved Mandan down to 1st grade
- Still need a one-on-one para for a severe SpEd student returning from Plaza
- Still need possible K/2/4 - so far aligned paras for extra support but depends on registration

3. Professional Development opportunities:

- August 2 - iReady Math K-8
- August 6 - DNA Math K-2
- August 9/11/13 - SFA reading PK-5
- August 13 - DNA Math K-8
- *all paras, extras, and specials have been attending so there is flow and continuity across the school - EVERYONE talking the same language and knowing what's happening and expected

4. Teachers Lounge:

- Moved lounge to extra 2nd grade - data/staff meetings/thinking
- Old lounge is now the "workroom" - laminate/printers etc

5. Assessments:

- Changes to assessments this year - PK thru 3 AimsWeb and grades 4-5 will do NWEA
- Training will be provided on data and the staff will learn to use data more effectively to guide instruction: what/why/how

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SUPERINTENDENT RECRUITMENT AND APPOINTMENT

Recruitment

The Board shall develop a list of qualifications and a job description for the new superintendent. The Board will establish a salary range for the position and determine the method of advertising the vacancy. The Board may actively seek qualified applicants from within and outside of the District. The Board may appoint a screening committee or hire a consultant to assist in the search. However, the final selection will rest with the Board.

Advertising

When advertising externally for a superintendent vacancy, the advertisement should include a statement that applicants are eligible for Veterans' Preference and shall include a statement that the District is an Equal Opportunity Employer. The advertisement should include a closing date, minimum qualification requirements, and instructions regarding access to the job description and other application material.

Qualification Screening

The Board shall make available to each applicant the job description and list of qualifications. As part of the qualifications screening, candidate is required to consent to a criminal history record check. The Board President or designee shall be charged with reviewing the criminal history record of superintendent candidates and shall report to the Board on whether or not a candidate is eligible based on the criminal history record check, without revealing the details of this confidential record.

The Board shall narrow the pool of candidates based on an assessment of each candidate's qualifications. All qualified applicants must be screened through the competitive personnel system described below.

Competitive Personnel System

The Board uses a competitive personnel system to screen all qualified superintendent applicants. This system consists of the following components: phone interviews & face-to-face interviews. Under this system, the Board scores applicants eligible for Veterans' Preference **[on a 100-point scale]** in accordance with NDCC 37-19.1-02. **[The competitive personnel system is tiered, and applicants must receive a passing score at each stage of the screening process to advance to the next stage.]** The Board or its designee shall develop a rubric for scoring superintendent applicants under the competitive personnel system and for defining the threshold for a passing score.

The District may further investigate the qualifications of applicants who received a passing score under the competitive personnel system by checking sources such as references, employment history, **and background check databases**, etc.

Interviews at Open Meetings

Interviews with superintendent candidates must be conducted at an open meeting with the Board or its designated screening committee.

Selection

The Board shall select for hire the most qualified superintendent applicant remaining after all screening steps are complete.

Voting Requirements for Selection

A **[simple] [two-thirds]** majority vote of the board members at a meeting is required for the employment of a superintendent.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BCAD, Executive Session
- CAAA-E, Superintendent Job Description
- DBAC, Recruitment & Hiring Teachers
- DBAA-AR, Background Check Screening Procedure

End of [Name of District] Policy CAAA.....Adopted:

[08/17]

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SUPERINTENDENT EVALUATION PROCEDURE**Format of Evaluation Instrument**

The Board shall approve a superintendent evaluation instrument that is reasonably related to the Superintendent's job description and the goals and objectives of the District (see CAAB-E1). The evaluation instrument shall require board members to rate the Superintendent's performance as either satisfactory or unsatisfactory in each area of performance identified in the job description. If a board member rates the Superintendent as unsatisfactory in any area, they shall provide an explanation and recommendations for improvement in the evaluation. The Board shall not assign an overall performance rating to the Superintendent's evaluation.

Evaluation Process

Each month, as part of the regular school board meeting, board members should complete a superintendent evaluation worksheet to track the Superintendent's performance and to assist with completing the November 15 and March 15 evaluations required by state law (see CAAB-E2).

The Board shall evaluate and assess the performance of the Superintendent according to state law.

Twice a year, the Board President shall schedule a board meeting to discuss and approve the Superintendent's evaluations on or before the deadlines for evaluation completion established by law. The Board President shall disseminate the evaluation instrument to individual board members prior to such meetings, set a deadline for their return, and collect and combine the completed evaluations prior to the meeting.

The Board President shall tally and combine all ratings and comments contained on individual board member's evaluations onto one document (see CAAB-E3) and should provide a copy of this document to all board members prior to the meeting in which the Superintendent's evaluation will be discussed and approved (see CAAB-E4).

The Superintendent may complete a mid-year progress report on their goals and give to the Board President.

The Board President shall meet with the Superintendent prior to meeting with the full board to discuss the evaluations completed by individual board members.

Any discrepancies among board members about the Superintendent's rating in any of the performance areas evaluated must be discussed and a decision reached through a roll call vote of a simple majority of the Board, at the open meeting, when the evaluation is discussed. For any performance area rated as unsatisfactory, the Board, through a roll call vote, shall approve all comments explaining this rating and all recommendations for improvement. All board-approved comments and recommendations must be included on the evaluation that the Board provides to the Superintendent.

Post-Approval Procedures

Upon approval of the evaluation, the Board shall discuss the evaluation with the Superintendent. The Board President shall present a copy of the approved evaluation to

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Descriptor Code: CAAB

the Superintendent and place a copy of the approved evaluation in the Superintendent's personnel file. Superintendent evaluations must be retained for six years after the Superintendent separates from district employment.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- CAAA-E, Superintendent Job Descriptions
- CAAB-E1, Superintendent Evaluation Template
- CAAB-E2, Superintendent Evaluation Worksheet
- CAAB-E3, Superintendent Evaluation Summary
- CAAB-E4, Sample Motion for Superintendent Evaluation
- CAAB-E5, Superintendent Evaluation Timeline

End of [Name of District] Policy CAABAdopted:

[03/21]

SAMPLE

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HIRING ADMINISTRATIVE STAFF

Definitions

For the purposes of this policy, administrative positions include principals. The definition does not include the Superintendent.

Advertising

When the Board declares an administrative position open, the Superintendent shall advertise the opening within the District and may advertise through appropriate channels outside the District. Prior to advertising, the Board and Superintendent should review and, if necessary, update the position's job description and, if necessary, modify the competitive personnel system. A current district employee is not eligible for Veterans' Preference if applying for a different job within the District.

All advertising for administrative positions may include a statement that applicants are eligible for Veterans' Preference and shall include a statement that the District is an Equal Opportunity Employer. The advertisement should include a closing date.

Screening

A hiring committee shall investigate the qualifications of applicants for administrative positions. As part of this qualification investigation, applicants shall be required to submit to a criminal history record check. The Superintendent shall adjudicate criminal history records. In order to qualify for an administrative position, an applicant must receive satisfactory adjudication of the criminal history record and possess the necessary education, qualifications, and experience as determined by the hiring committee using standards contained in the job description.

Competitive Personnel System

Option 1: **[The District does not use a competitive personnel system when hiring administrators. If a qualified veteran or disabled veteran applies for an administrative opening, the qualified veteran entitled to preference under law will receive the position. If multiple qualified veterans apply, the District shall comply with selection procedures contained in law. If a qualified veteran or disabled veteran does not apply for an administrative opening, selection shall be made using an interview [and {list other screening procedures}].**

Option 2: **[Applicants deemed to be qualified shall advance to the next stage of the screening process, which consists of completion of requirements under the competitive personnel system. This system consists of the following components: {phone interviews,} {an aptitude exam,} {face-to-face interviews,} {list other components}. Under this system, the {Superintendent} {hiring committee} scores applicants eligible for Veterans' Preference {on a 100-point scale} in accordance with NDCC 37-19.1-02. {The competitive personnel system is tiered, and applicants must receive a passing score at each stage of the screening process to advance to the next stage.} The {Superintendent} {hiring committee} shall develop a rubric for scoring administrative applicants under the competitive personnel system and for defining the threshold for a passing score.**

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The District may further investigate the qualifications of applicants who received a passing score under the competitive personnel system by conducting follow-up interviews and/or checking sources such as, but not limited to, references, employment history, {background check databases}.

Hiring Authority

A hiring committee shall bring hiring recommendations for administrative positions to the Board. The Board shall make final hiring decisions for all administrative positions.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DBAC, Recruiting & Hiring Teachers
- DBAA-AR, Background Check Screening Procedure

End of [Name of District] Policy CABBAdopted:

[05/15]

SAMPLE

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ADMINISTRATIVE REGULATIONS

The Superintendent shall prepare and disseminate administrative rules necessary to implement board policy and shall review such rules periodically to determine their effectiveness in carrying out policies. These rules shall constitute the school district's administrative regulations.

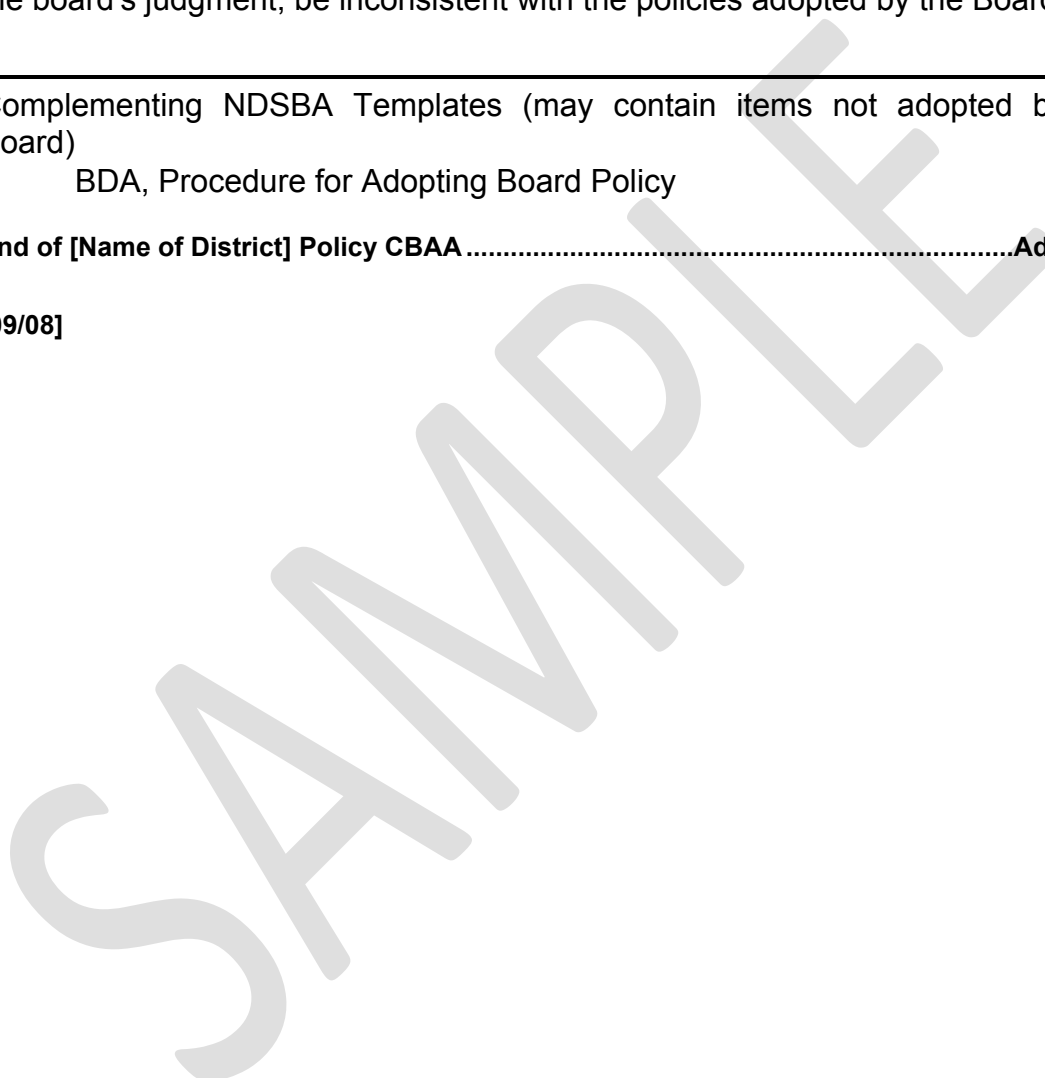
The Board shall not approve administrative regulations. However, the Board reserves the right to review and veto any administrative regulation should it, in the board's judgment, be inconsistent with the policies adopted by the Board.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BDA, Procedure for Adopting Board Policy

End of [Name of District] Policy CBAAAdopted:

[09/08]



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SUPERINTENDENT & OTHER ADMINISTRATIVE PROFESSIONAL DEVELOPMENT¹

The Superintendent and administrators shall comply with all professional development requirements contained in law and established by the district along with licensure and credential renewal requirements established by the Department of Public of Instruction and the Education Standards and Practices Board.

Superintendent Professional Development

The Board shall pay for the superintendent's membership in the following associations:

- A. NDCEL (North Dakota Council of Educational Leaders)**
- B. AASA (American Association of School Administrators)**
- C. NDASBO (North Dakota Association of School Business Officials)**
- D. NAFIS (National Association of Federally Impacted Schools)**

The Superintendent is authorized to take **[# of]** days for professional development each school year². However, the Superintendent shall avoid absences that will be detrimental to district operations. The Superintendent shall notify the Board and receive approval prior to attending any professional development training lasting more than **[#]** sequential business days. The Superintendent shall request board approval for participation in professional development activities that will incur **[costs] [a cost of \$ (list amount) or more]**. The District shall reimburse the Superintendent for registration/participation fees and travel, lodging, and meals at state reimbursement rates, provided participation was approved by the Board through policy or board action.

Professional Development for Other Administrative Staff

The Board shall pay for the administrative staff's membership in the following associations: NDCEL, AASA, NDASBO, NAFIS. For the purposes of this policy, "administrative staff" means school principals.

Administrative staff may take **[# of]** days for professional development each school year³. However, administrative staff shall avoid absences that will be detrimental to district operations. Administrative staff shall notify the Superintendent and receive approval prior to attending any professional development training lasting more than **[#]** sequential business days. The Superintendent shall request board approval for administrative staff participation in professional development activities that will incur **[costs] [a cost of \$ (list amount) or more]**. The District shall reimburse administrative staff for registration/participation fees and travel, lodging, and meals at state reimbursement rates, provided participation was approved by the Board through policy or board action.

Long-Term Professional Development Leave

¹ Boards should review the superintendent and administrators' contract prior to adopting this policy. Do not adopt any portion of this policy covered by these contracts.

² For purposes of this section, "school year" means the period beginning July 1 and ending June 30.

³ For purposes of this section, "school year" means the period beginning July 1 and ending June 30.

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The Board may grant unpaid **[or paid]** long-term professional development leave to the Superintendent or administrative staff for graduate study. The granting or denial of a request for professional development leave **[and determination that it be with or without pay]** is at the sole discretion of the Board.

The Board shall make this determination based on the following criteria:

1. Needs of the District (e.g., whether the training will assist the District with achieving its goals, the degree to which the individual’s service is needed during the requested period of leave, etc.)
2. Appropriateness of the course of study;
3. Number of past leave requests made by the individual and the number that have been granted by the Board;
4. Number of years the individual has been employed by the District;
5. Length of the leave request and the time of year the employee will be absent;
6. Whether or not the individual has unused vacation, personal, or other applicable paid leave available.

Requests for leave must occur **[# of]** months prior to the commencement date of the requested leave. The request must state the leave dates and specify programs to be pursued.

If the Board grants long-term professional leave to a member of the administrative staff during the school year, the individual must be notified that they have a right to return to a similar position but there is no guarantee of returning to the same school or the same position. The individual shall agree to this stipulation as a condition of receiving approval.

End of [Name of District] Policy CCA.....Adopted:

[08/17]

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**ROLE OF POLICY & REGULATIONS
FOR NON-CONTRACTED EMPLOYEES**

Policies and regulations that govern non-contracted employees are established in order to delineate district rules and expectations and outline employee benefits but shall not be construed to form a contract or create an expectancy of continued employment with the District.

End of [Name of District] Policy DAA.....Adopted;

[12/14]

SAMPLE

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DEFINITIONS FOR PERSONNEL POLICIES

When policy language is only applicable to certain classifications of employees, the following definitions shall apply:

- *Administrators:* Individuals who work in positions requiring an administrative credential from the North Dakota Department of Public Instruction (DPI) and the following positions unless otherwise specified by policy: **[Athletic Director]**, **[Technology Coordinator]** **[Business Manager]** **[others]**.
- *Ancillary or classified staff:* Employees working for the District on an at-will basis. Examples include, but are not limited to: paraprofessionals, secretaries, custodians, coaches, bus drivers, cooks, **[Business Manager]**, **[list others]**.
- *Full-time employee* is defined as a staff member working an average of **[#]** hours per week. All employees not meeting or exceeding this threshold are considered part-time. This definition shall apply except when superseded by the negotiated agreement or law (e.g., the Patient Protection and Affordable Care Act).
- *Licensed teachers:* Individuals who work in positions requiring licensure from the Educational Standards and Practices Board (ESPB), including, but not limited to: classroom teachers, librarians, counselors, **[list others]**.

End of [Name] District Policy DABAdopted:

[03/15]

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RECRUITMENT, HIRING, & BACKGROUND CHECKS FOR NEW CLASSIFIED PERSONNEL

The Parshall School Board is committed to hiring individuals who will best meet the needs of the District consistent with budget limitations, with its goal to ensure student and staff safety, and in compliance with state and federal law.

Definitions

For the purposes of this policy:

- *Applicant* is defined as any individual applying for a classified position.
- *Classified employees/personnel* are defined as district staff working in positions that do not require licensure from the Educational Standards and Practices Board or an administrative credential from the Department of Public Instruction.
- *Competitive personnel system* is defined in accordance with NDCC 37-19.1-01.
- *Crime* is defined as a felony offense, misdemeanor, a violation of an ordinance, and charges that result from non-sufficient funds or “no account.”
- ***Immediate family* is defined as the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and any member of the employee's household.¹**
- *Sexual offender* is an individual meeting the criteria in NDCC 12.1-32-15 and/or is required to register under NDCC 12.1-32-15.
- *Unsupervised contact* is defined in accordance with NDCC 12-60-24 as being in proximity to one or more students, on school grounds, or at school functions.

Recruitment and Hiring Authority

The Board authorizes the Superintendent to hire classified staff. No action of the Board shall be necessary so long as the Board previously established the position and hiring is within budget limitations; however, any decision to hire a board member to fill a vacant classified staff positions must be made in accordance with BAA Policy and requires board approval as outlined in said policy.

All classified employees shall be hired on an hourly rate and not on a contract. The employment of classified employees shall be at-will.

All advertising for classified positions shall include a statement that applicants are eligible for Veterans' Preference and the District is an Equal Opportunity Employer. The advertisement should include a closing date.

¹ Adopt this option if adopting paragraph five under the screening heading.

Qualifications Screening Process

A hiring committee shall investigate the qualifications of applicants for classified positions, including education and experience. In order to determine if an applicant is qualified, the hiring committee shall conduct criminal history record checks when necessary (as explained below) and may:

1. Conduct a driving record check for applicants seeking a position involving transportation of students and/or regular use of district vehicles.
2. Conduct a credit check for positions involving regular access to district funds.
3. Require a work history from at least the past 5 years.
4. Require applicants to submit to an oral interview. The interview shall have a standard set of job-related questions and pre-determined satisfactory answers.
5. Require at least 3 professional references.
6. Require the applicant to submit to a work simulation.

Job announcements for positions requiring satisfactory driving and/or credit records (as determined by the hiring authority prior to advertising) must list such requirement(s).

An applicant shall be deemed unqualified for employment if their employment with the District would create a direct supervisor-subordinate relationship with an immediate family member who is also an employee.

Qualifications Screening: Criminal Background Checks

As part of the qualifications investigation, applicants for positions that allow unsupervised contact with students shall be required to:

1. Submit to a criminal history record check; and
2. Certify in writing that the applicant has never been charged with a crime or provide a written description of the disposition of the charge.

The Superintendent or designee shall adjudicate criminal history records based on the following factors:

1. The nature and gravity of any known misconduct and/or offense(s).
2. The time that has passed since any known misconduct, criminal conviction, and/or completion of a sentence occurred.
3. The nature of the job sought.

Applicants shall be deemed to be at a risk unsuitable for district employment in at least the following instances:

1. The applicant is a sexual offender or has committed an offense involving a child victim.

- 2. The falsification or omission of any information concerning criminal convictions or pending criminal charges.

Applicant Rights

Applicants claiming Veterans’ Preference must provide appropriate certification in accordance with law.

Records obtained by the District for background and other record checks shall be used solely for purposes that they were requested and shall only be disseminated and retained in accordance with the personnel records policy. The Superintendent shall advise applicants that the procedure for obtaining, correcting, or updating federal records is contained in 28 CFR 16.34. Before making a hiring determination, the Superintendent shall give the applicant a reasonable time to correct and/or complete their criminal history record or decline to do so. The Superintendent shall follow the requirements under the Fair Credit Reporting Act if using credit reports to make employment decisions.

Competitive Personnel System

The District shall use a competitive personnel system after conducting the qualifications screening. The system shall be an exam administered in compliance with the point system and other requirements contained in NDCC 37-19.1-02(4)].

Final Selection

The District shall make all final selections of employees for classified positions in accordance with Veterans’ Preference law (NDCC 37-19.1-02). When permitted by law, this may include further inquiry (i.e., after initial qualifications screening and, if applicable, the completion of the competitive personnel exam) into an applicant’s qualification based on screening mechanisms such as interviews, background checks, and skills testing.

Orientation

The Superintendent or designee shall provide an orientation program for new classified employees to acquaint them with the district’s policies and procedures, the school’s rules and regulations, and the responsibilities of their position.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DBAA-AR, Background Screening Procedure
- DBAA-E, Adjudication System
- DBAA-E2, Intent to Hire Letter
- DI, Personnel Records

End of [Name of District] Policy DBAAAdopted:

[07/19]

NOTICE

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RECRUITING & HIRING TEACHERS

The Parshall School Board is committed to hiring teachers who will best meet the needs of the District consistent with budget limitations, with district policy, with its goal to ensure student and staff safety, and in compliance with state and federal law. Nothing contained in this policy requires the District to fill a teaching vacancy. The Superintendent is authorized to end the advertising and screening processes in this policy at any time based on the needs of the District; however, once the District offers a teaching contract, it cannot retract this offer without the consent of the teacher receiving the job offer.

Definitions

For the purposes of this policy:

- *Crime against a child* is defined in accordance with NDCC 15.1-13-26.
- *Immediate family* is defined as the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and any member of the employee's household.
- *Teaching positions* are jobs held by individuals licensed to teach in North Dakota who are employed primarily as classroom teachers.
- *Sexual offense* is defined in accordance with NDCC 15.1-13-26.

Advertising Protocol

When the District seeks to fill a teaching position, the Superintendent or designee:

1. Shall develop an announcement with the following components:
 - a. Minimum qualifications including, but not limited to, required education, licensure, competencies, and successfully passing any required background or criminal history record checks;
 - b. Instructions on where to access the position's job description, this policy, and any other application material;
 - c. An Equal Employment Opportunity statement.
2. May post the announcement internally; internal teaching announcements shall contain all items listed under #1, a statement that internal applicants are ineligible for Veterans' Preference, and the deadline for internal applicants to exclusively submit applications.
3. May post the announcement externally using methods deemed reasonable, effective, and within budget parameters; external teaching announcements shall contain all items listed under #1, a statement that external applicants are eligible for Veterans' Preference if meeting requirements in state law, and a closing date.

Screening Protocol

The Superintendent or designee should develop regulations, including adjudication standards, for conducting background and criminal history record checks on teachers.

Teaching applicants must meet minimum qualification requirements contained in the job announcement and job description. Teaching applicants are disqualified

from employment if meeting the disqualifying factors listed in this policy. If no applicant is qualified, the Superintendent or designee may revise the announcement and shall repost the opening in accordance with this policy's advertising protocol.

The Superintendent or designee shall verify that any applicant claiming Veterans' Preference has satisfied eligibility requirements in law, including submission of required documentation

The District does not use a competitive personnel system when hiring teachers. If a qualified veteran or disabled veteran applies for a teaching opening, the veteran entitled to preference under law will receive the position. If multiple veterans apply, the District shall comply with selection procedures contained in law. If a veteran or disabled veteran does not apply for a teaching opening, selection shall be made using an interview.

The District may further investigate the qualifications of applicants who received a passing score under the competitive personnel system by conducting secondary interviews and checking sources such as, but not limited to, references, employment history, background check databases.

The Superintendent may recommend to the Board for hire the most qualified teaching applicant remaining after all screening steps are complete.

Applicants eligible for Veterans' Preference who are not recommended for hire shall receive notice in accordance with NDCC 37-19.1-02.

Disqualifying Factors

Factors that may exclude an applicant from employment as a teacher include, but are not limited to, the following:

1. The applicant has been charged with a felony, sexual offense, crime against a child, any other offense involving a child victim, or any other crime that the Superintendent or designee has reason to believe poses a safety risk to district students, staff, or operations or could substantially disrupt district operations.
2. The employment would create a direct supervisor-subordinate relationship with an immediate family member who is also an employee. Employees who marry or become members of the same household may continue employment; however, a direct supervisor-subordinate relationship between the employees shall be avoided.
3. Knowing falsification or omission of any information given to the District by an applicant or made by an applicant during the applicant screening process including, but not limited to, information concerning criminal convictions or pending criminal charges.
4. The individual has not met ESPB's standards for teaching licensure and/or will not have obtained a teaching license by the start of the school year.
5. The individual was nonrenewed for cause or discharged from a previous teaching position.

Hiring Authority

The Superintendent or designee(s) shall screen and make recommendations to the Board about offering an applicant a teaching position.¹

Final Applicant Rights

Records obtained by the District for background checks, criminal history record checks, and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the district's personnel records policy. Applicant rights related to criminal history records are contained in DBAC-E2.

Issuing Contracts

If the Board approves hiring a new teaching staff member contingent upon satisfactory adjudication of criminal history records or obtaining a teaching license, the individual's teaching contract shall be issued with language notifying him/her of this contingency.

Orientation

Each teacher shall be provided with a personnel handbook. The Superintendent shall provide an orientation program for new teaching staff members to acquaint them with the district's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DI, Personnel Records

End of [Name of District] Policy DBACAdopted:

[08/15]

¹ This is only one option. The Board may screen candidates or designate an interview committee to conduct candidate screening.

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CLASSIFIED STAFF INTENT TO REHIRE

All classified personnel eligible for rehire will receive an annual intent to rehire notice from the District at the end of the school year. Classified personnel must indicate their intent to return to district employment on this form and must return this form on or before the due date and time listed therein. The notice must be received by the Superintendent by this deadline.

Failure by any classified employee to return the notice by this deadline or an indication on the form that the employee has chosen not to return will be deemed to be a resignation from district employment.

The intent to rehire notices are for planning purposes only and not a contract prescribing a duration of employment. All classified employees remain at will. The District may choose to terminate at-will employees at any time with or without cause, and the employee may resign from employment at any time, with or without cause.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DBD-E, Intent to Rehire Classified Staff Notice
- DKBA, Separation of At-Will Employees

End of [Name of School District] Policy DBD.....Adopted:

[09/13]

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DEFINITION OF WORKWEEK AND OVERTIME AND COMPENSATORY TIME

All classified employees shall be considered subject to the minimum wage and overtime provisions of state and federal law unless specifically shown to be exempt.

Workweek

For the purposes of calculating overtime, the District defines the workweek as beginning on Sunday and ending on Saturday. *Note: Under state law, a workweek is a seven-day period. Ensure that your definition of workweek meets this standard.*

Overtime Restrictions

Non-exempt employees are restricted from working more than 40 hours a week without prior written permission from the **[Superintendent] [Principal] immediate supervisor**. Non-exempt employees who work more than 40 hours a week without authorization are subject to disciplinary action up to and including discharge.

The **[Superintendent] [Principal] [immediate supervisor]** shall determine if it is necessary for non-exempt employees to work overtime hours. Non-exempt employees shall be required to perform all overtime hours assigned to them.¹ Supervisors are charged with ensuring that employees do not work overtime hours except as assigned. Failure to enforce this requirement may result in discipline of the supervisor.

Recordkeeping

Accurate records shall be kept of hours worked by all classified employees. The **[Superintendent] [Business Manager]** shall institute a system of recordkeeping.

Compensation

Overtime hours will be compensated in accordance with the Fair Labor Standards Act and the North Dakota Department of Labor Regulations.

Employees will be reimbursed with overtime compensation in accordance with law for all overtime worked **[unless the District and employee agree to compensatory time off in lieu of overtime pay²]**. Employees shall be notified of this arrangement before performance of overtime work.

If an employee is employed for two or more different positions which have different rates of pay, the District will pay the employee overtime compensation based upon the weighted hourly rate or may enter into an agreement with the employee before the work is performed to pay overtime at the overtime rate of pay for the actual work performed after the first forty hours of work in that work week.³

¹You have the right to assign overtime hours unless the overtime hours assigned are excessive.

²Certain restrictions apply if an employer and employee agree to compensatory time off in lieu of overtime pay. Please refer to exhibit DCBB-E.

³This agreement would be beneficial to the District only if the overtime hours could be controlled so that they were always at the lower rate.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DCB-E, Compensatory Time Off Law

End of [Name of District] Policy DCB.....Adopted:

[03/15]

NOTICE

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SICK LEAVE

Eligible Employees

All **nine-month or more** ancillary employees are eligible for paid sick leave each school year as determined by the Board and set forth in board regulations. Sick leave is subject to the negotiated agreement for licensed staff, provided in administrative regulations.

Use of Sick Leave

Sick leave may be used for the following reasons:

1. Personal illness, injury or disability that prevents an employee from performing their duties[; **or**] [;]
2. Personal medical appointments[.] [; **or**]
3. **[Illness of or medical appointments for a member of the employee's immediate family that necessitates the employee's attendance. Immediate family is defined as spouse, child(ren), parents, grandparents, grandchildren or anyone of like relationship by marriage, or persons standing in loco parentis, or other family member when the employee is the sole caregiver. Verification of need may be required.]**

Employees are encouraged to schedule personal or family medical appointments outside of work hours when possible. Employees who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during significant public health events. In the event of a significant public health event, schools may be closed to just students, or to all employees and students. If schools are closed only to students, employees are expected to work regular schedules, unless directed otherwise by administration, or use appropriate leave.

Sick leave cannot be used to make up for work missed due to weather conditions, blocked roads or other similar circumstances. In those situations, unpaid leave, personal leave, vacation leave or pay dock must be used.

After being absent for [**#** (3 days is common)] consecutive days, an employee may be asked to provide a note from their medical provider confirming the need for sick leave.

Any false claim for or fraudulent use of sick time can be cause for disciplinary action, up to and including termination.

Disability Resulting from Pregnancy Leave

Disability or physical limitations resulting from pregnancy shall be treated the same as any other illness, injury, or disability for the purpose of sick leave and is subject to the limitations of this policy. The District shall not mandate that pregnancy leave be taken for a prescribed duration of time. Requests for sick leave resulting from a disability or physical limitation related to pregnancy, child- birth, or a post-pregnancy condition shall be made in accordance with board regulations on sick leave documentation requirements and may, at the employee's discretion, occur earlier than timeframes contained in regulations in order to allow the District ample time to locate a replacement.

[Long-Term Sick Leave

Leave for a serious health condition {and health restoration} will be granted in accordance with District’s FMLA {and health restoration} polic{y}{ies}. *Note: Adopt if the District has 50+ employees*

Sick Pay

Sick pay shall be paid at the employee’s base rate at the time the leave is taken. Sick time is paid only for days on which the employee would otherwise have worked a regular schedule, and not for absences on Saturday, Sunday, or school holidays.

Accrued Leave

Unused sick leave shall **[not]** be carried over from one year to the next. **[Leave may accumulate {to a maximum of {#} days} {without limit}.]**

Requesting Sick Leave

Requests for sick leave shall be made in accordance with administrative regulations (DDA-AR).

Sick leave may be taken in **[one-hour,] [half day,]** or full day increments.

Separation

Employees shall not be paid for any accrued, unused sick leave upon separation from district employment.

Leave Records

The Business Manager shall record employee leave, verify that the leave record is accurate, and maintain leave records for each employee. If leave balances are not displayed on employee pay stubs, the Business Manager shall notify employees of leave balances at least once a year.

The District shall retain leave records for all separated employees for a period of at least six years from the date of separation.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DDA-AR, Sick Leave Requests
- DDAA, Family & Medical Leave Act
- DDAA-BR, Family & Medical Leave Act Regulations
- DDAA-E, Family & Medical Leave Act Law
- DDAA-E2, FMLA Forms

End of [Name of District] Policy DDA.....Adopted:

[04/20]

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BULLYING POLICY

The **Parshall School District** is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property.

Definitions

For the purposes of this policy:

- *Bullying* is defined in NDCC 15.1-19-17 as:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
 - b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school.
 - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
 - i. Places the student in actual and reasonable fear of:
 1. Harm; or
 2. Damage to property of the student; and
 - ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in

REQUIRED

Descriptor Code: ACEA

whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.

- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex (including sexual orientation, gender identity, and gender expression), national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the **Parshall School District**, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

A student or school staff member may not:

1. Engage in bullying.
2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or
 - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

Reporting Procedures for Alleged Policy Violations

1. **Reporting requirements for school staff:** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as

possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. **Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 - a. Completing a written complaint form (ACEA-E4). The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. A complainant will have the option of including their name on this form or filing it anonymously. The form may be returned to any school staff member, filed in a school building’s main office, or placed in a designated drop box located in each school.
 - b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
 - c. File an oral report with any school staff member.
 - d. **[List additional methods, if applicable.]**

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy’s definition of bullying. If the misconduct does not meet this policy’s definition of bullying, it may be addressed under other district policies.

A complaint filed anonymously may limit the district’s ability to investigate and respond to the alleged violations.

Documentation and Retention

The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

REQUIRED

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Report forms and all other documentation related to an investigation of an alleged violation of this policy involving a student shall be retained by the District for six years after the student turns 18 years old or graduates from high school, whichever is later.

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or the Board President, if the Superintendent is implicated, are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected status—whether actual or perceived. Reports involving a protected status shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and their relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether or not this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile*).
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and perpetrator and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within **[specify number of days – no more than 60]** days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

Reporting to Law Enforcement and Others Forms of Redress

REQUIRED

Descriptor Code: ACEA

Law enforcement must be notified by a school administrator or the Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

Disciplinary and Corrective Measures

Students who the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed.
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. Alternative placement of special education students will be handled in accordance with applicable policy.
4. Create a behavioral adjustment plan.
5. Refer the student to a school counselor.
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.
9. **[List other options].**

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action that may include, but is not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with applicable law and/or policy.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

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1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim’s teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator’s schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator’s contact with the victim.

Dissemination and Education

The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- ACEA-E1, Bullying Policy Adoption & Dissemination Checklist
- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Staff Bullying Report Form
- ACEA-E4, Student Bullying Reporting Form
- ACEA-E5, Bullying/Harassment Investigation Protocol

End of [Name of District] Policy ACEAAdopted:

[05/21]

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BOARD MEMBER INTERNET AND SOCIAL MEDIA USE

While the District is not responsible for the online activity of individual board members, the **Parshall School District** School Board adopts the following rules and procedures related to a board member commenting on school district business online, including on social media sites.

Individual board members have no authority to take action on behalf of the District unless delegated such authority by a majority vote of the Board taken at a properly noticed board meeting. However, the public may still perceive individual board members as official district spokespersons without the delegation of specific authority. Because of this potential perception, whenever commenting on school district business online, individual board members shall:

1. Avoid posting content indicating that they have formed an opinion on a matter pending before the Board;
2. Avoid posting a dissenting opinion on a matter that has been decided by a majority vote of the Board;
3. Clarify that they are commenting as individuals—not as district spokespersons—unless delegated authority to speak for the District by a majority vote of the Board.
4. Comply with district policy and applicable laws related to confidentiality including, but not limited to, items discussed during an executive session and student educational records;
5. Direct complaints to the appropriate district channels for processing in accordance with policy;
6. Not poll or otherwise ask for community input unless delegated this authority by a majority vote of the Board; and
7. Report to the Superintendent, as soon as possible, any public comments that potentially violate district policy, including, policies on discrimination and harassment, bullying, and employee speech.

Use of District Technology

Board members shall comply with the District’s acceptable use policy when using district-owned technology.

End of [Name of District] Board Reg. BA-BR2Adopted:

[05/21]

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This is an exhibit template. This template must be compared to your existing exhibit before implementing it. Administrative regulations and exhibits may be reviewed by the board but should not be adopted by them. More information on the Policy Adoption Process can be found on the Policy Services website or by contacting the NDSBA office at 1-800-932-8791.

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ELECTION LETTER NOTICE

Date

Dear **[Name of Elected]**:

On **[date]**, the **[Name of District]** School Board met to canvas the results of the school board election held on **[date]**. You were elected to the position of school board member with a total of **[#]** votes. This letter serves as official notice of your election.

Newly elected board members must take an affirmation or oath of office within ten days of the receipt of this letter and before commencing board duties. Failure to take the affirmation or oath of office as required will disqualify you from serving on the board. Please call me at your earliest convenience to arrange a time to take the oath of office: **[name and contact information]**.

The term of your position will begin at the school board's annual meeting on **[date of annual board meeting and time,]** at **[location of board meeting]** (NDCC 15.1-09-02) and your term is **[list number of years]** in duration. I have included a complete schedule of regular school board meetings for your review. In addition to these regular school board meetings, the school board holds special meetings throughout the year. You will receive notice of all regular and special meetings via **[mail or email]**. I have included a contact information form for you to complete to ensure that you receive notice of all meetings. Please be aware that failure to discharge your duties as a school board member, including attending meetings, for 60 consecutive days without due cause (military service, sickness, or other unavoidable cause) may result in the school board declaring your seat vacant (NDCC 15.1-09-05 and NDCC 44-02-01).

In addition, please be aware that under law all new school board members, within one year of assuming office, are required to attend new school board member training provided by the North Dakota School Boards Association (NDCC 15.1-09-32). This year, the training will be held **[Month] [Date], [Year]** in **[city]** at the **[location]**. The district will reimburse all registration fees, mileage, meals, and lodging expenses associated with your attendance.

I have included a copy of the school district's policy manual (*if policy manual is online include link to manual instead*), budget, and strategic plan to prepare for your service on the school board. Prior to the first board meeting, we encourage you to review the budget and following policies: [list policies -NDSBA suggests review of Board Ethics, Board Communication with the Public, and Complaints about Personnel]. We also recommend that you review the North Dakota School Boards Association School Board Member Toolkit at: <http://ndsba.org/index.php/resources/>.

We also encourage you to attend all school board meetings between now and the time that you assume office in order to keep up on school business in advance of you commencing your duties as a board member.

Please feel free to contact me at **[contact information]** or the Superintendent at **[contact information]** if you have any questions concerning your new position. Congratulations on your election!

EXHIBIT

Descriptor Code: BBA-E1

Sincerely,

Business Manager

NOTE: NDSBA recommends sending this letter via certified mail

End of [Name of District] Exhibit BBA-E1[05/21]

NOTICE

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NOTICE OF CANDIDATE FILING DEADLINE

Notice is hereby given that the deadline for filing to have a candidate's name printed on the ballot for the **Parshall School District** is **[filing deadline date]** by 4:00 p.m..

The following school district offices are up for election:
School Board Member **[(duration of term)]**

A candidate for a school district office must prepare and sign a document stating the candidate's name and the position for which the individual is a candidate, and Statement of Interests form (SFN 10172). Both of these documents must be filed with the [Name of School District] Business Manager by the above deadline date and time. All forms are available from the Business Manager or may be obtained on the ND Secretary of State's website at <https://vip.sos.nd.gov/PortalListDetails.aspx?ptlPKID=30&ptlPKID=3#content-start>.

End of [Name of District] Exhibit BBA-E2

[05/21]

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[Name of District] SCHOOL DISTRICT ELECTION NOTICE**[District Location], North Dakota****[Day, Month, Year]**

Parshall School District will hold its annual school district election at **[location]** on **[month, day, year]**. The purpose of the election is to **[elect {#} school board member(s) for a {list duration of term}-year term {at large} {from (city name) (township name)}], and** **[submit to the voters of the School District, the following question {include description of question}]**.

[Name(s) of candidates] have filed to be on the ballot.

[Include complete copy of Initial Resolution]

The polls will be open from **[time]** and will remain open until **[time]** on election day.

[List precinct name and address]

If auxiliary aids are required to vote contact **[Name]** at **[phone number]** at least 5 days prior to the election.

Contact the District Business Manager at **[phone number]** or via email at **[email address]** if you have questions.

End of [Name of District] Exhibit BBA-E3

[05/21]

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SCHOOL BOARD COMMITTEES

The purpose of committees will be to provide recommendations to the Board, unless a committee is expressly delegated prior authority by the Board to act upon an issue, and this authority is delegated using the procedure below.

Standing & Special Committees

The following shall be standing committees of the **Parshall School District** School Board:[list board approved committees, e.g.,

1. **Personnel, including extracurricular.**
2. **Transportation.**
3. **Facilities, equipment, and food service (Non-Instructional operations).**
4. **Curriculum, including texts, teaching supplies, and Special Education.**
5. **Finance and Insurance.]**

The Board may create additional standing and special committees through a majority vote without notice so long as the committee serves only an informational purpose.

Membership

Committee members shall serve on their assigned standing committee(s) for one year, commencing at the annual meeting. The Board President shall appoint all committee members to standing and special committees subject to approval by the Board. The Board President shall announce the names of appointees to the Board and receive board approval through a **[2/3rds]** majority vote before the committee(s) commence duties.

The Board may remove a committee member by majority action if deemed appropriate. If a committee member is unable to fulfill the term of their committee assignment, they must request a release from the Board.

End of [Name of District] Policy BBBBAdopted:

[05/21]

NOTICE

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BOARD MEETING PROCEDURES

All meetings will be conducted in an orderly and businesslike manner, using Robert's Rules of Order as a guide except when such rules are superseded by board policy, state, and/or federal law.

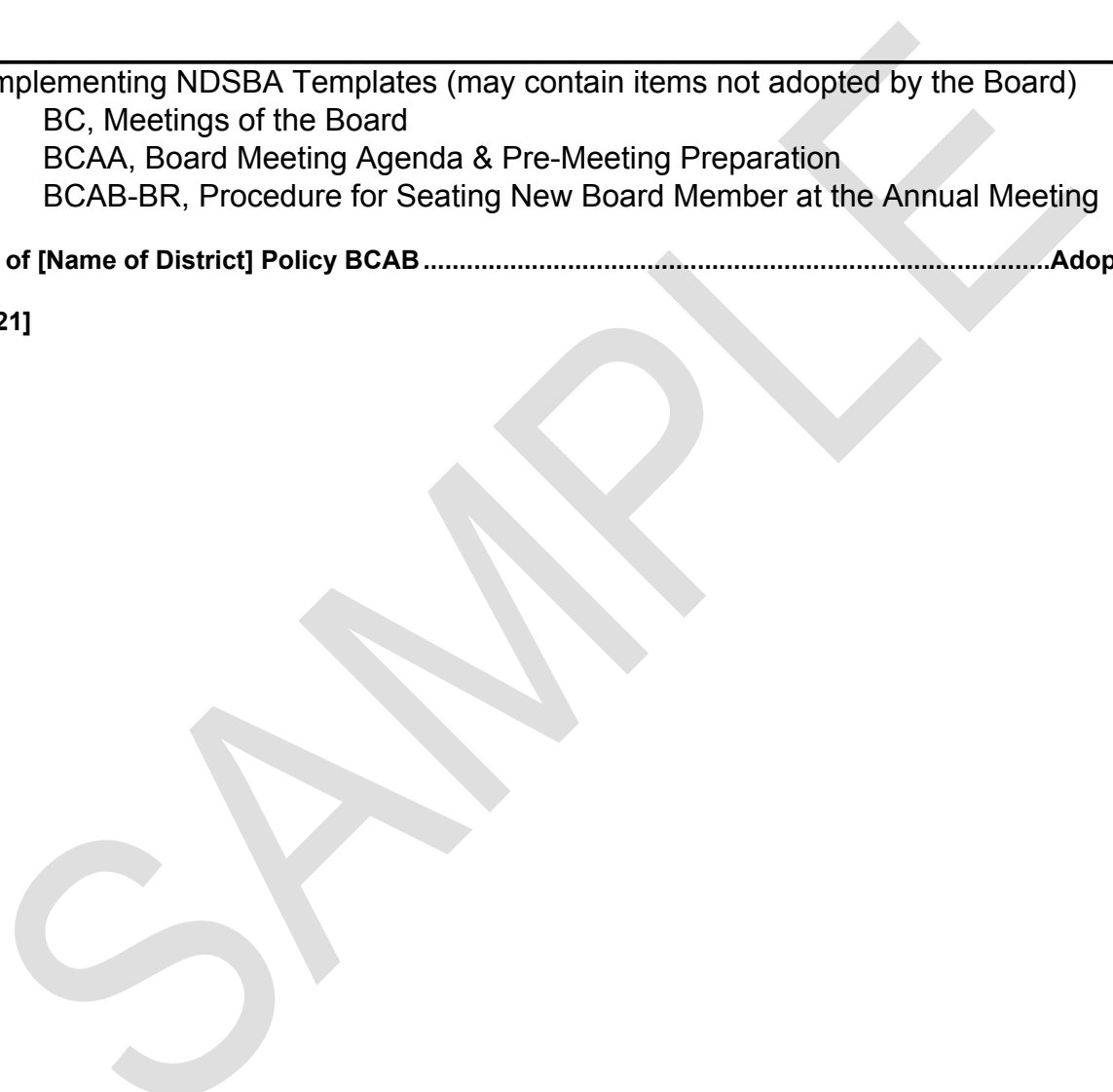
All votes of the Board, other than on procedural matters, shall be roll call votes **[on an alternating pattern using last names]**.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BC, Meetings of the Board
- BCAA, Board Meeting Agenda & Pre-Meeting Preparation
- BCAB-BR, Procedure for Seating New Board Member at the Annual Meeting

End of [Name of District] Policy BCABAdopted:

[05/21]



NOTICE

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PROCEDURE FOR SEATING NEW BOARD AT THE ANNUAL MEETING

The annual meeting in July shall be called to order by **[the most senior board member remaining on the Board]**. This individual shall serve as chair pro-tem until a new president is elected at the meeting. The chair pro-tem shall acknowledge all new board members, who shall be seated after the call to order. The chair pro-tem will then follow the order of business delineated in the agenda. Election of officers shall be considered a special order and acted upon before addressing unfinished business and new business.

End of [Name of District] Board Reg. BCAB-BR.....Adopted:

[05/21]

SAMPLE

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PARSHALL SCHOOL DISTRICT POLICY ACKNOWLEDGEMENT FORM

The **Parshall School District** requires that all impacted **[employees][students]** **[receive a copy of] [review]** the following **[policy][policies][located on the {Name of District's} website at {list policy website address}]**, and acknowledge receipt and/or understanding of **[it][them]**. This form should be returned to **[title]** by **[date]**.

[List disseminated policies]

Employee or Student Acknowledgement

I, _____ (print name), have read and understand the content, requirements, and consequences for violating **[Name of School District's]** policy. I agree to abide by all the directives and other requirements contained in district policy. I understand that if I have questions at any time regarding a policy I will contact my **[immediate supervisor or building principal]**.

[Employee] [Student] Signature: _____

Date: _____

For Administrative Use Only

Date Policy Acknowledgment Form disseminated to student/staff: _____

Method of distribution:

Placed in mailboxes Published in handbooks Sent via email

Published in district newsletter Handed out in classrooms

Other: _____

Date form returned: _____

Form received by: _____

Place a copy of this form in the applicable personnel or student file.

End of **[Name of District]** Exhibit BDA-E

[05/21]

NOTICE

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FAMILY AND MEDICAL LEAVE ACT

The District will comply with the Family and Medical Leave Act.

Twelve-Month Leave Description

Eligible employees may request, and upon approval use, unpaid family and medical leave in accordance with and for the applicable duration guaranteed by the federal Family and Medical Leave Act. Unless subject to an exception in law, FMLA shall be made available for up to a combined total of 12 weeks **[beginning August 1 and ending July 31 of the next year]** or **[define year based on district's insurance calendar year]**.¹

[Use of Other Leaves

Other available and applicable paid vacation, personal, family, sick or other paid leave may be substituted for family and medical leave necessitated by birth, adoption/foster care placement, a family member's serious health condition, an employee's own serious health condition, qualifying exigency, or to care for covered service member in accordance with law. Any substitution required by this policy shall count against the employee's family and medical leave entitlement. The District shall pay family leave or sick leave only under circumstances permitted by the applicable leave policy. ^{2]}

[Medical & Qualifying Exigency Certification

The {supervisor} {{building} principal} may request medical certification for an employee's or their spouse's, parent's, child's, or, when applicable, next of kin's serious health condition and shall do so in accordance with federal law and district regulations. The {supervisor} {{building} principal} may also request qualifying exigency certification when an employee requests such leave.]³

Notice of Leave

An employee shall provide notice in accordance with regulations. If deemed necessary, the **[supervisor] [{{building} principal]** may waive notice requirements.⁴

Employee Benefits During Leave

The District shall continue to maintain the employee's coverage under any group health plan on the same basis as coverage would have been provided if the employee had been continuously employed during the entire leave period. The District shall also continue

¹29 U.S.C. 2612, 29 C.F.R. 825.200. The Family and Medical Leave Act (FMLA) permits employers to choose among 4 methods for determining a 12-month period in which the 12-week entitlement occurs. A district may wish to define a year based on its insurance contribution calendar rather than the fiscal year to avoid having to pay health insurance contributions twice to employees who are on a leave for just one school year.

²This paragraph presents only one of many alternatives available under the FMLA. The FMLA and its implementing regulations permit an employee to choose to substitute paid leave for FMLA leave and an employer to require an employee to substitute paid leave for FMLA leave 29 U.S.C. 2612(d), 29 C.F.R. 825.207. The sample policy, in the interests of clarity and limiting absences, requires this substitution.

³ This paragraph is optional. Medical certification is allowed by 29 C.F.R. 825.208, 825.302, 825.305, and 825.311.

⁴ 29 C.F.R. 825.304. Districts may waive the notice requirements.

RECOMMENDED

Descriptor Code: DDAA

making payroll deductions if the employee contributes to a life insurance or disability plan **[or other benefits]**. The employee must continue to make premium payments per District instructions during any unpaid portions of leave to maintain benefits.

Return to Work

An employee returning from family and medical leave shall be given a position equivalent to their position before the leave, subject to the district’s reassignment policies, negotiated agreement, and practices.⁵ Instructional employees may be required to wait to return to work until the next academic term in certain situations as provided by law.⁶

Implementing Procedures

The Superintendent shall develop procedures to implement this policy consistent with the federal Family and Medical Leave Act.

Recordkeeping

The Superintendent shall ensure that records are kept according to the requirements contained in law.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DDA, Sick Leave
- DDAA-BR, Family and Medical Leave Act Regulations
- DDAA-E1, Family and Medical Leave Act Law
- DDAA-E2, FMLA Poster and Forms
- DFC, Transfer and Reassignment

End of [Name of District] Policy DDAAAdopted:

[05/21]

⁵ 29 C.F.R. 825.214 and 825.604. See definition of equivalent position in FMLA exhibit.

⁶ 29 C.F.R. 825.602. See regulations for guidelines.

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FAMILY AND MEDICAL LEAVE ACT REGULATIONS

Procedure to Request Leave

Foreseeable FMLA leave shall be requested at least 30 days in advance.¹ If a 30-day notice is not practicable, the employee shall provide notice as soon as possible. An employee shall at least provide verbal notice of leave to the **[supervisor] [{building} principal]**. **[Requests for foreseeable FMLA leave should be made in writing and include the reason for the leave, anticipated duration, and anticipated commencement date.]**

Request for Medical & Qualifying Exigency Certification

When requested, medical or qualifying exigency certification shall be provided in accordance with law. Failure to provide certification or adequate certification may result in the **[delay or]** denial of an employee's leave request. Medical certification must contain all components in 29 CFR 825.306, 825.309, or 825.310.

Intermittent or Reduced-Leave Requests

The Board limits leave increments to one-hour periods of time.

An employee should follow the regular notice procedures when requesting an intermittent or reduced-hour leave. If the leave is taken because of the birth or placement of a child, leave may be taken intermittently or on a reduced schedule only if the **[building]** principal agrees.

[Response to Leave Request

When applicable, the District will require fitness-for-duty documentation certifying that an employee is able to perform essential job functions as a condition of returning to work. The District shall provide notice of this requirement to employees in accordance with law.]

Posting and Notice to Employees

Building principals shall post a notice explaining the FMLA's provisions in a location where it can be readily seen by employees and applicants for employment. The FMLA Fact Sheet, published by the Department of Labor, Wage and Hours Division, shall be incorporated into any employee handbook **[or provided to employees]**.

End of **[Name of District]** Board Reg. DDAA-BR**Adopted:**

(05/21)

¹ See 29 CFR 825.302

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UNPAID LEAVE

No leaves shall be granted other than those specified in board policy or the negotiated agreement without specific approval of the Board. Such approval shall be at the sole discretion of the Board.

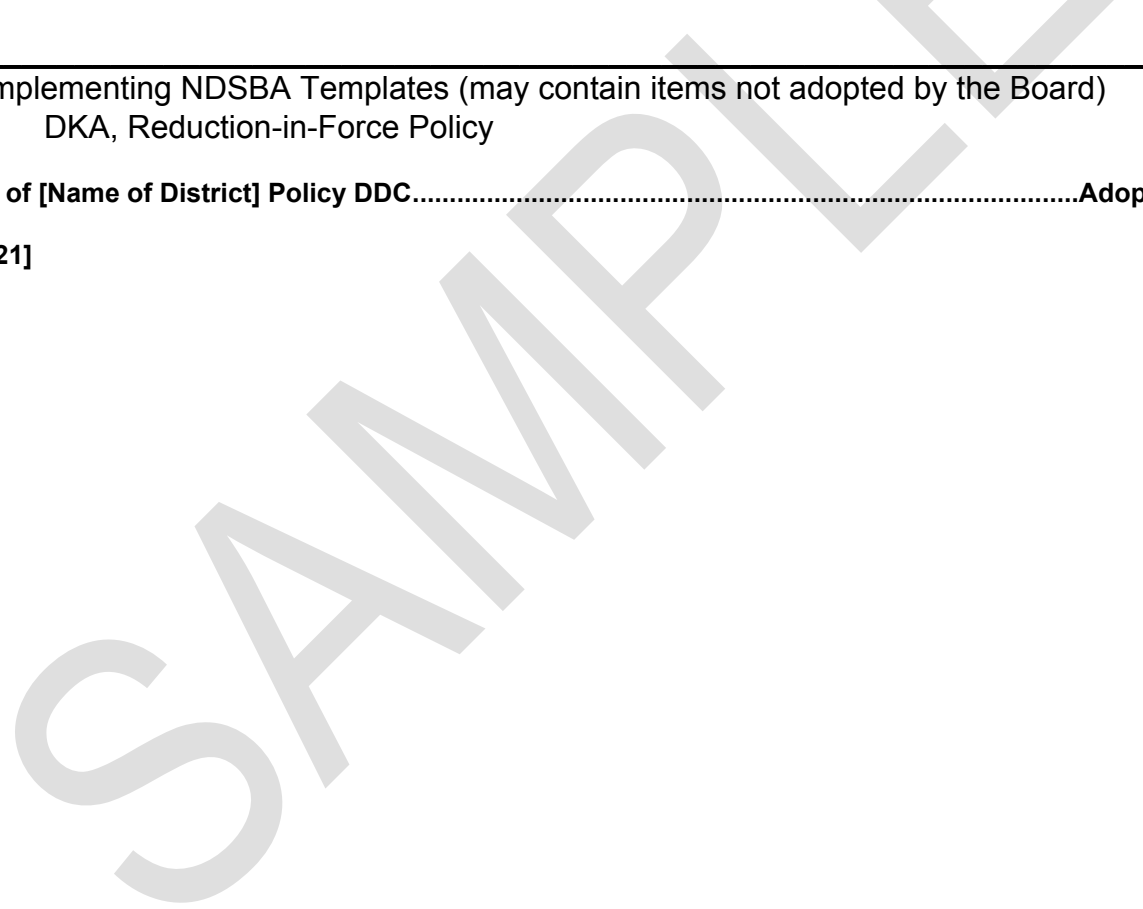
[An employee granted unpaid leave shall not be entitled to receive any salary or fringe benefits during this leave period.] [During granted unpaid leave, an employer shall maintain the employee's coverage under any group health plan on the same basis as coverage would have been provided if the employee had been continuously employed during the entire leave period. The employee may be required to pay any applicable premium to maintain coverage. The employee may choose not to retain group health insurance during leave. However, when an employee returns from leave, the employee is entitled to be reinstated on the same terms as prior to taking leave.]

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DKA, Reduction-in-Force Policy

End of [Name of District] Policy DDC.....Adopted:

[05/21]



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MAINTAINING PROFESSIONAL EMPLOYEE-STUDENT BOUNDARIES

The Board requires employees, volunteers, and students to treat one another with respect and professionalism. District employees and volunteers are legally and ethically obligated to exercise good judgment and maintain professional boundaries at all times when interacting with students on and off school property. Employees and volunteers must not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a legitimate health, safety, or educational purpose. Any type of sexual conduct with a student is an inappropriate boundary invasion.

Inappropriate boundary invasions can take many forms. Employees and volunteers are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other employees when interacting with students.

The Board recognizes that employees and volunteers may have familial and pre-existing social relationships with parents or guardians and students. Employees and volunteers should use appropriate professional judgment when they have a dual relationship with students to avoid violating this policy, the appearance of impropriety, and/or the appearance of favoritism. Employees and volunteers shall pro-actively discuss these circumstances with their building administrator or supervisor.

Activities that May Create an Impropriety or Appearance of Impropriety

Employees and volunteers should avoid activities that may create an impropriety or appearance of impropriety. If these activities are unavoidable, they should be pre-approved by the appropriate administrator. If not preapproved, the employee or volunteer must report the occurrence to the appropriate administrator as soon as reasonably possible. Activities include, but are not limited to, the following:

1. Being alone with an individual student out of the view of others;
2. Inviting or allowing individual students to visit the employee's or volunteer's home;
3. Visiting a student's home;
4. Sending or soliciting email, text messages or other electronic communications to the student, except when the communication relates to school business, and the building administrator or supervisor has consented to such communications; and/or
5. Social networking with students for non-educational purposes.

Inappropriate Boundary Invasion

Examples of possible inappropriate boundary invasions by an employee or volunteer include, but are not limited to, the following:

1. Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under board policy AAC, Nondiscrimination and Anti-Harassment Policy;
2. Any conduct that would constitute sexual abuse of a minor under law;
3. Any activity that may lead to a sexual relationship such as dating, sending intimate correspondence, and/or engaging in sexualized dialogue. This includes, but is not limited to, banter, allusions, jokes or innuendos of a sexual nature with students;

RECOMMENDED

Descriptor Code: DEBD

4. Any sexual relationship between an employee or volunteer and a current student, regardless of their age, or a former student under the age of 18;
5. Showing pornography to a student;
6. Singling out a particular student or students for personal attention and friendship beyond the professional employee-student relationship;
7. Socializing where students are consuming alcohol, drugs, or tobacco;
8. For non-guidance/non-counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, employees are expected to refer the student to appropriate guidance/counseling staff. In either case, employee involvement should be limited to a direct connection to the student's school performance;
9. Sending students on personal errands unrelated to any educational purpose;
10. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
11. Addressing students or permitting students to address staff members with personalized terms of endearment, pet names or otherwise in an overly familiar manner;
12. Maintaining personal contact with a student outside of school by phone, email, text messaging, instant messenger or Internet chat rooms, social networking websites, or letters beyond homework or other legitimate school business without including the parent/guardian;
13. Exchanging personal gifts, cards, or letters with an individual student;
14. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
15. Giving any student a ride alone in a vehicle in a non-emergency situation;
16. Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom); or
17. Any other conduct that fails to maintain professional staff/student boundaries.

Exemption

Student instruction on board approved curriculum pertaining to sexual education that may include, but is not limited to, instruction on human anatomy, childbirth, puberty and the reproductive system, and human sexuality is exempt from violating this policy or applicable laws when taught for educational purposes as directed by the Board.

Reporting

Employees and volunteers shall discuss these issues with their building administrator or supervisor whenever they suspect or question whether their own or another employee's conduct is inappropriate or constitutes a violation of this policy.

RECOMMENDED

Descriptor Code: DEBD

Individuals aware of any inappropriate boundary invasions or impropriety by an employee or volunteer are expected to report such action promptly to the building administrator or the Superintendent. Allegations of such inappropriate misconduct shall be investigated by the Superintendent or designee in accordance with district policy.

All allegations of sexual misconduct shall be reported to and investigated by the Title IX Coordinator in accordance with the procedures utilized for complaints of sexual harassment (see board policy AAC).

If disciplinary action is deemed warranted at the completion of the investigation, the District shall take appropriate action, up to and including termination of employment, in accordance with district policy, the negotiated agreement, and law. When appropriate, such disciplinary action may include reporting such activity to appropriate state licensing and law enforcement officials. Volunteers who violate this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Policy Dissemination

The Superintendent or designee shall inform employees, volunteers, students, and parents/guardians annually or upon acceptance of the position of the contents of this policy through employee and student handbooks, posting on the district website, and/or by other appropriate methods.

The District, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive this policy.

[Training

The District shall provide annual training to employees and volunteers regarding professional employee-student boundaries.]

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination and Anti-Harassment Policy
- AAC-BR1, Discrimination and Harassment Grievance Procedure
- AAC-BR2, Title IX Sexual Harassment Grievance Procedure
- AAC-E1, Filing a State or Federal Discrimination and Harassment Complaint
- DED, Administrative Leave & Suspension
- DEBG, Electronic Communications with Students

End of [Name of District] Policy DEBDAdopted:

[05/21]

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DISTRICT SOCIAL MEDIA ACCOUNTS

The primary purpose of any district social media account shall be to create a relevant, respectful, and professional forum for communication of information from and about the District to school families and the larger community. No District social media account is intended to create an unlimited, open public forum.

Social Media Administrator

For purposes of this procedure, “social media administrator” is defined as an individual who establishes social media accounts, generates and posts social media content, monitors social media content, and maintains social media login information and passwords on behalf of the District. At all times, there will be no less than **[# - recommend at least two]** social media administrators with full access and login/password knowledge for all District social media accounts. The Superintendent must be one of the social media administrators, and they may assign the other social media administrator roles to other District administrators and/or the Business Manager within their discretion.

Social media administrators may generate content and posts on district-sponsored social media accounts; but they may not generate content, comment, or post on any other private or third-party social media accounts on behalf of the District.

Any personally-held, private social media accounts belonging to a district social media administrator must be kept and maintained entirely separately from the District’s social media accounts. No district social media administrators may use a district-sponsored social media account as a platform for their personal views, opinions, or information.

Approved Accounts

Except for district-sponsored social media accounts that have been approved by the superintendent, no social media administrators, district employee, member of the Board, or other person acting as an agent of the District shall establish any account, site, page, blog or other similar presence on a third-party website or on any other third-party electronic social media application that purports to represent, or that a member of the public would be likely to reasonably believe represents (e.g., due to the manner in which information is presented), an official or authorized account, site, page, blog or other similar presence of the full board, the District, any district school, or any district-sponsored program or activity (e.g., athletic teams).

Social Media Account Content

The main page of any district’s social media account(s) for public communications shall include the display of the District’s name, the URL of the official district website, and the main telephone number and address of the main administrative office of the District.

Only social media administrators are authorized to generate new content and postings on a district-sponsored social media account. Any feature on a social media platform that would allow the public to generate new content or postings must be disabled by the District’s social media administrators. The public may be encouraged to contact the main

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Descriptor Code: DEBH-BR

office with specific questions, which then may be directed to the appropriate district representative.

Any option that would allow public posting or commenting on content or posts generated by social media administrators on a district social media account must be disabled[, **with the exception of the following: public commenting or posting may be enabled during “live-streamed” administrator announcements or open board meetings streamed on a district social media account only during the duration of the live meeting. All commenting or posting options shall be disabled upon conclusion of the meeting**].

The social media administrators reserve the right within their discretion to monitor and remove any post or comment on a district account that may be reasonably believed to violate a district policy and/or violate a local, state, or federal law. This may include comments or posts that present a threat of violence, assault, harassment, or student bullying. Any posts or comments removed must be retained in accordance with a social media record retention plan established by the superintendent.

At the discretion of the social media administrators, the District may choose to use its social media account(s) to include district announcements of school board meetings and activities or the activities, meetings, and accomplishments of any groups that have been organized primarily to support a school-related purpose (such as parent-teacher organizations), provided that the same standards apply to all such groups when similarly-situated. The non-school events, activities, or accomplishments of third-party groups or organizations that are not organized primarily to support a school-related purposes shall not be advertised or promoted through any district social media account(s).

A district-sponsored social media account shall not be relied upon to establish compliance with the requirements for giving public notice of open board meetings or the meetings of other governmental bodies that fall under the purview of the Board or the District. Any notice of such meetings that may be provided through a district-sponsored social media account shall be considered exclusively supplemental in nature.

When providing information on any district-sponsored social media account, the social media administrators shall redirect the public to the official district website (e.g., using an electronic link) whenever that information (and/or additional information) is also available on the District website.

Closed Groups

The District’s social media account(s) for public communications shall not make use of any private or closed networks or groups. Any member of the public interested in accessing the information the District provides through its public information social media account(s) shall be permitted to have such access.

Student Information

To the extent consistent with the District’s policies and notices regarding student directory data and other student records, pictures of individually-identifiable students engaged in

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Descriptor Code: DEBH-BR

school-related activities may be posted or displayed through a district-sponsored social media account, provided that the student(s) in the pictures are not also identified by name in the posting or display. Any time the District wishes to post or use any student directory data that identifies students by name through a district-sponsored social media account, the District shall first obtain the advance written consent of the student’s parent or guardian (or the adult student, if at least 18 years of age).

Records Retention

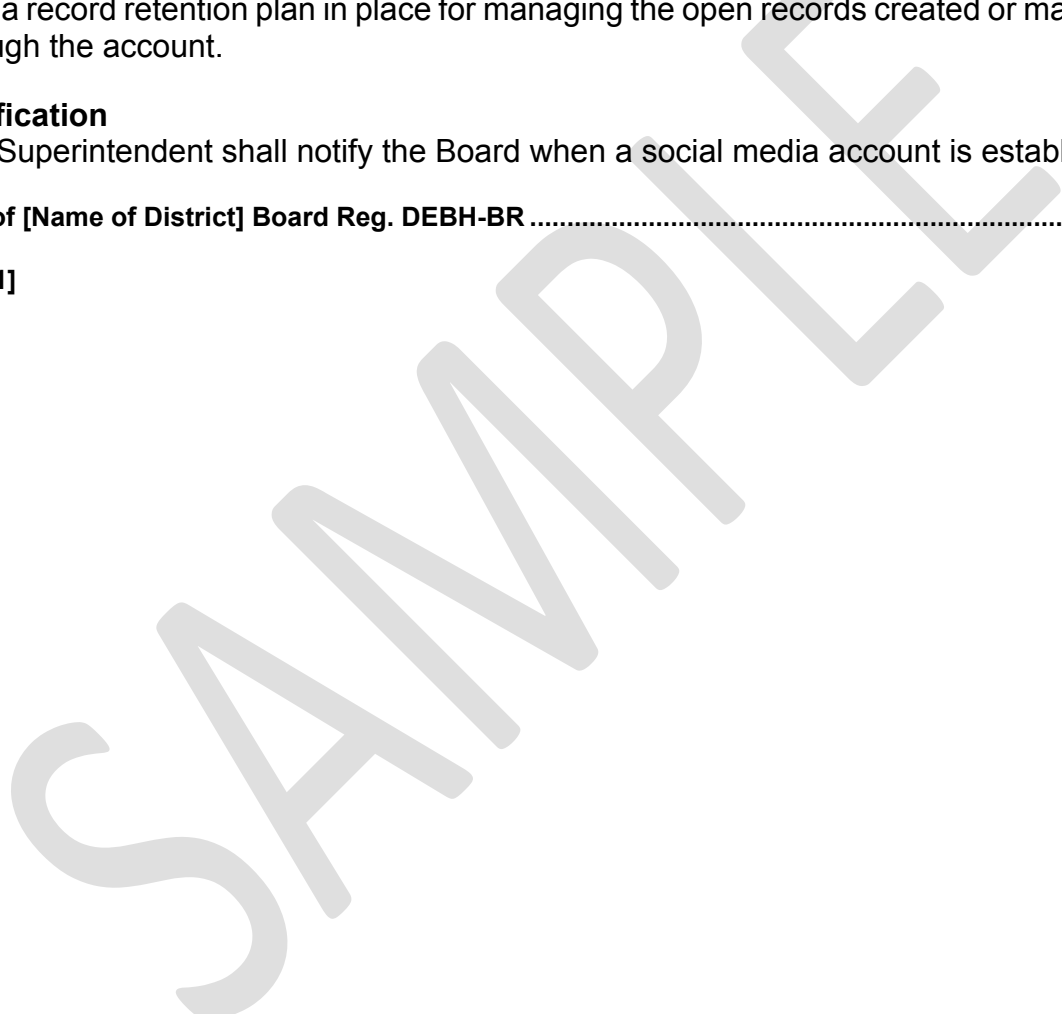
Prior to approving the establishment and use of any district-sponsored electronic social media account under this policy, the Superintendent must ensure that there is a social media record retention plan in place for managing the open records created or maintained through the account.

Notification

The Superintendent shall notify the Board when a social media account is established.

End of [Name of District] Board Reg. DEBH-BRAdopted:

[05/21]



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OPEN ENROLLMENT

Option 1: [The {Name of District} will not accept students from other districts under the provisions of the North Dakota open enrollment law.]

Option 2: [Open enrollment applications received from residents of other North Dakota school districts will be acted upon by the Board at a regular or special meeting prior to the deadline established by law. All applications will be reviewed and acted upon in the same chronological order as they were received.]

Criteria for acceptance or rejection may be based upon the capacity of a {program} {class} {grade level} or {school building} {as defined in regulations} {or other criteria deemed appropriate by the Superintendent}. The Board shall not deny an application on the basis of previous academic achievement, participation in extracurricular activities, disabilities, English language proficiency or previous disciplinary proceedings.

The District shall not give or offer to give remuneration or directly or indirectly exert influence upon the student or the student's family, in order to encourage participation in the open enrollment program.

The Business Manager or designee shall notify the parent or guardian and the resident district of the acceptance or rejection of an application within five days of the decision the deadline established by law.

The District reserves the right for the Superintendent to {assign a building and to} determine the class schedule for students who are accepted under this policy.]

The District shall not be responsible for transportation of resident students who have enrolled in other districts through the open enrollment process [or for students from other districts admitted through open enrollment].

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FAAA-E, Open Enrollment and Tuition Agreement Comparison Guide

End of [Name of District] Policy FAAAAdopted:

[05/21]

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OPEN ENROLLMENT AND TUITION AGREEMENT COMPARISON GUIDE		
Key Questions	Open Enrollment	Tuition Agreements
Where is the law located in NDCC?	NDCC Ch. 15.1-31	NDCC Ch. 15.1-29
Is my district required to participate in this agreement?	<p>No. Districts have the option of forgoing participation in open enrollment. A board decision not to participate will bar a district from accepting any open enrollment applications.</p> <p>Each board's decision on whether or not to participate should be placed in policy. This policy may be amended if a board decides to change its position on this matter. To ensure fairness, such a policy amendment should go into effect at the onset of the subsequent school year.</p>	<p>It depends. A board should accept an agreement if the following conditions are met:</p> <p>The admission does not create overcrowding AND</p> <p>a. The board of the sending district has entered into a contract with the board of the admitting district regarding the student's attendance;</p> <p>b. Tuition will be paid by the parents of the students from the sending district; OR</p> <p>c. The grade level required by the students is not offered by the sending district.</p>
What are reasons for denying an application?	<p>Reasons for denial of applications may be related to: capacity of a program, class, grade level, or school building, or other criteria deemed appropriate by the Superintendent. A board may not deny an open enrollment application based on previous academic achievement, participation in extracurricular activities, disabilities, English language proficiency, or previous disciplinary proceedings. NDCC 15.1-31-06</p> <p>If your board feels that the reasons for denying an open enrollment application are too restrictive under law (i.e., the board has other legitimate, nondiscriminatory reasons for denying applications), it should strongly consider not participating in open enrollment.</p>	<p>If your district receives a tuition agreement under condition "a" above, your board may accept or reject the contract offer. Your district may wish to develop a policy with denial criteria to guide decision-making. The policy must not include criteria that is discriminatory (e.g., denial based on a student's disability) and should not limit decision-making to only the criteria listed in the policy. Include language in the policy such as: "Reasons for denying tuition agreements include, but are not limited to, the following."</p>
When may a student apply for consideration under these laws?	<p>A parent must submit an application to the district in which they wish to enroll by March 1. The school board must act on the application by April 1.</p> <p>The application deadline is waived if a student moves into your school district with their parent and wishes to enroll in a school district other than the district to which the student moved. NDCC 15.1-31-01 (7-8)</p>	Anytime
Who pays tuition?	No tuition is paid unless the student has a disability in which case the sending district pays for special education with DPI paying excess costs. NDCC 15.1-31-04	Either the school district of residence or the student's parent pays. However, sending and receiving districts may enter into a written agreement waiving tuition. NDCC 15.1-29-13

<p>How do the laws apply to students whose resident districts that do not offer certain grade levels?</p>	<p>These students may not participate in open enrollment. NDCC 15.1-31-01 (5)</p>	<p>Students may attend a public school of their choice outside their district of residence. The board of the students' school district of residence shall pay for the students' tuition and transportation. NDCC 15.1-29-03 (2)</p>
<p>Should my district provide transportation?</p>	<p>Transportation is allowed but not required.</p> <p>A school district of residence may provide transportation to a student participating in open enrollment. If a district of residence does not provide transportation to a student participating in open enrollment, transportation may be provided by the admitting district. NDCC 15.1-31-05</p>	<p>If your district enters into tuition agreements because it does not offer a certain grade(s) level(s), it is required to pay for transportation services. NDCC 15.1-29-03</p> <p>If a tuition waiver agreement is developed, the contract must specify whether transportation is to be provided and, if so, by which district. If a school district of residence does not provide transportation to the student, it may be provided by the admitting district and the admitting district is then entitled to state payments for the transportation of the student. NDCC 15.1-29-13</p>

End of [Name of District] Exhibit FAAA-E

[05/21]

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CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law. The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return-to-play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). **[These regulations shall be published in staff and student handbooks.]**

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

Definitions

Law requires that all school-sponsored and sanctioned athletic training, practices, and competitions be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that:
 - a. Is not part of the district's curricular or extracurricular program;
 - b. Is established by a sponsor to serve in the absence of a district program;
 - c. Receives district support in multiple ways (i.e., not school facility use alone);
 - d. Requires participating students to regularly practice or train and compete.
 - e. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred, and students/parents have viewed required informational material on concussions prior to beginning the activity.

- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or competitions if a student reports or exhibits a sign or symptom of a concussion. The **[Board] [Superintendent] [Athletic Director]** shall make this determination, and the **[Superintendent] [Athletic Director]** shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal

REQUIRED

Descriptor Code: FCAF

decisions. The **[Superintendent] [Athletic Director]** may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal-from-play authority prior to removing a student from play.

If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student’s safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

Return to Play

The Board designates the **[Superintendent] [Athletic Director]** to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student’s educational record. This documentation must be retained for seven years after the student’s enrollment or six years after a student turns eighteen, whichever is later.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FCAF-AR, Concussion Management Program
- FCAF-E1, Concussion Management Removal From Play Authority
- FCAF-E2, Return to Play Acknowledgement Form

End of **[Name of District] Policy FCAF****Adopted:**

[05/21]

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CONCUSSION MANAGEMENT PROGRAM

Concussion Signs & Symptoms

The signs and symptoms of a concussion include, but are not limited to, the following:

Signs	Symptoms
Seems confused	Headache
Forgets an instruction or is unsure of the game, position, score, or opponent	Nausea or vomiting
Move clumsily	Dizziness or balance problems
Answers questions slowly or repeats questions	Bothered by light or noise
Can't remember events before or after the hit, bump, or fall	Feeling foggy or groggy
Loses consciousness (even for a moment)	Trouble concentrating or problems with short-or long-term memory
Has behavior or personality changes	Does not "feel right"

Requirements when Signs & Symptoms are Observed/Reported

1. Removal

- a. An official district designee with direct responsibility for a student athlete during practice, training, or competition shall remove a student from practice, training, or competition if the student:
 - i. Reports any sign or symptom of a concussion; or
 - ii. Exhibits any sign or symptom of a concussion
- b. High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal-from-play authority prior to removing a student from play.
- c. A licensed, registered, or certified healthcare provider whose scope of practice includes the recognition of concussion signs and symptoms has removal-from-play authority if they determine, after observing the student, that the student may have a concussion.
- d. If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

2. When to Call for Emergency Assistance*

A district employee, sports authority (e.g., coach, assistant coach, trainer, referee), or designee must call 911 for emergency medical assistance if an athlete exhibits:

- a. Unequal pupils;
- b. Bleeding or fluid leakage from the nose or ears;
- c. Signs or symptoms of a fractured skull and/or spine;
- d. Changes in level of consciousness for more than a few seconds;
- e. Deteriorating neurological function or changes in mental status (lethargic, confused, agitated, difficulty maintaining focus);
- f. Decreasing or irregular respiration;

- g. Persistent vomiting; or
- h. Seizure activity.

3. Transportation when Emergency Assistance is NOT Activated

A student with a suspected head injury may not be sent home or allowed to drive. A student removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

4. Examination

A student removed from practice, training, or competition must be examined as soon as practical by a licensed healthcare provider who is acting within their scope of practice and trained in evaluation and management of concussions, as determined by the provider's licensing board.

5. Return-to-Play Requirements

A student who is removed from play in accordance with this procedure may not be allowed to return to practice, training, or competition until the student or the student's parent obtains written authorization from a licensed healthcare provider who is acting within their scope of practice and trained in evaluation and management of concussions as determined by the provider's licensing board. This written authorization must be given to the **[Superintendent] [Athletic Director]** and retained in accordance with policy.

Training

Upon initial employment (or selection, in the case of volunteers) and every two years thereafter, each district coach, official, and other individuals designated by the District who have removal-from-play authority must receive training regarding the nature and risk of concussions. The Superintendent **[or Athletic Director]** shall determine the method most suitable for carrying out this training requirement and place in each applicable personnel file, documentation of the date(s) the staff member/district designee completed concussion training.

The District shall develop information on concussions incurred by students participating in athletic activities and disseminate this information to student athletes and their parents. The student athlete and their parent must submit written **[or electronic]** documentation verifying that they have viewed the concussion management information disseminated by the school district prior to participating in any athletic activity.

End of [Name of District] Administrative Regulation FCAF-AR

[05/21]

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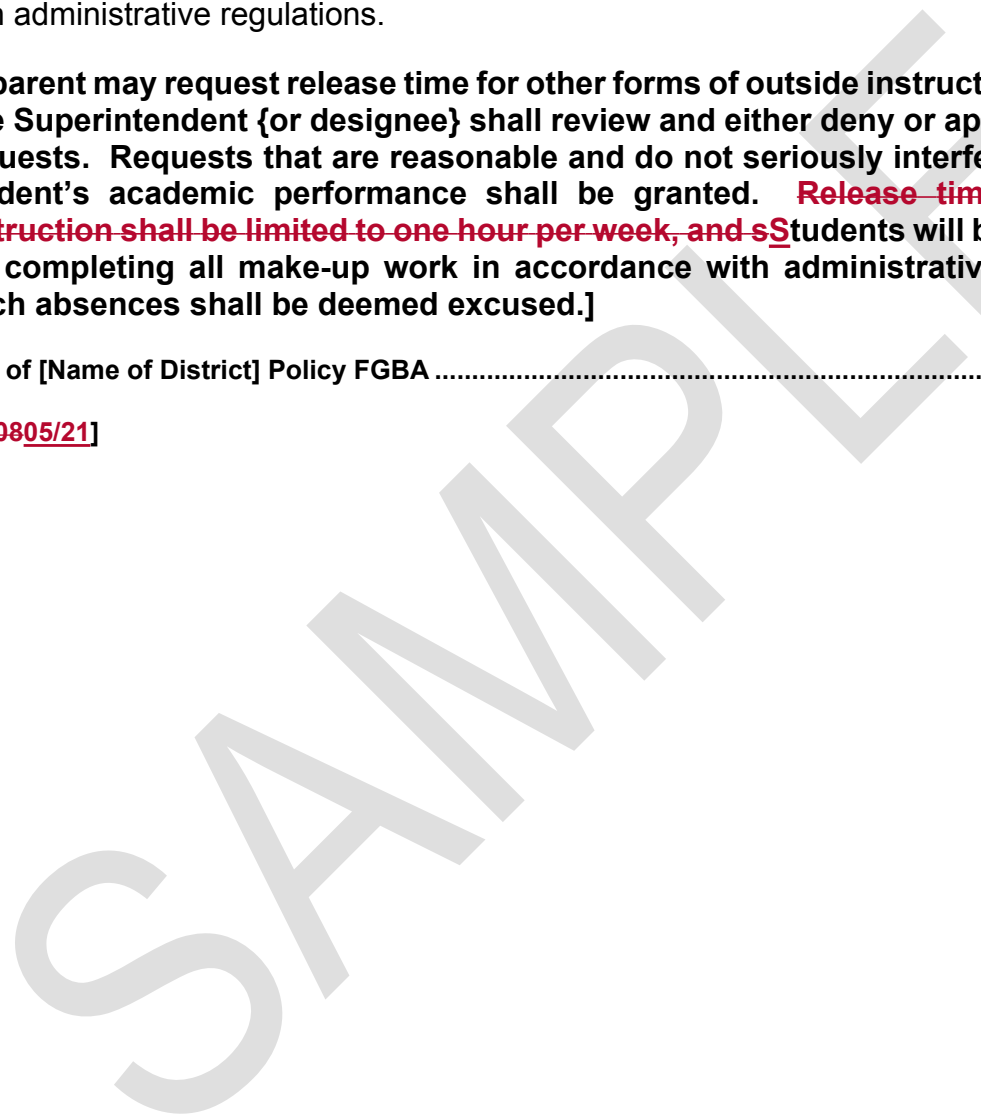
RELEASED TIME FOR OUTSIDE INSTRUCTION

~~Students of all religious groups shall be granted, in a nondiscriminatory manner, released time to attend religious instruction off-school premises. Released time for off-campus religious instruction shall be granted to students of all religious groups in a nondiscriminatory manner~~ in accordance with North Dakota law so long as released time does not exceed one hour per week and the parent or guardian of the student has submitted a written request to the building principal. Such absences shall be deemed excused. Students will be responsible for completing all make-up work in accordance with administrative regulations.

[A parent may request release time for other forms of outside instruction for a child. The Superintendent {or designee} shall review and either deny or approve all such requests. Requests that are reasonable and do not seriously interfere or impair a student’s academic performance shall be granted. ~~Release time for outside instruction shall be limited to one hour per week, and s~~Students will be responsible for completing all make-up work in accordance with administrative regulations. Such absences shall be deemed excused.]

End of [Name of District] Policy FGBAAdopted:

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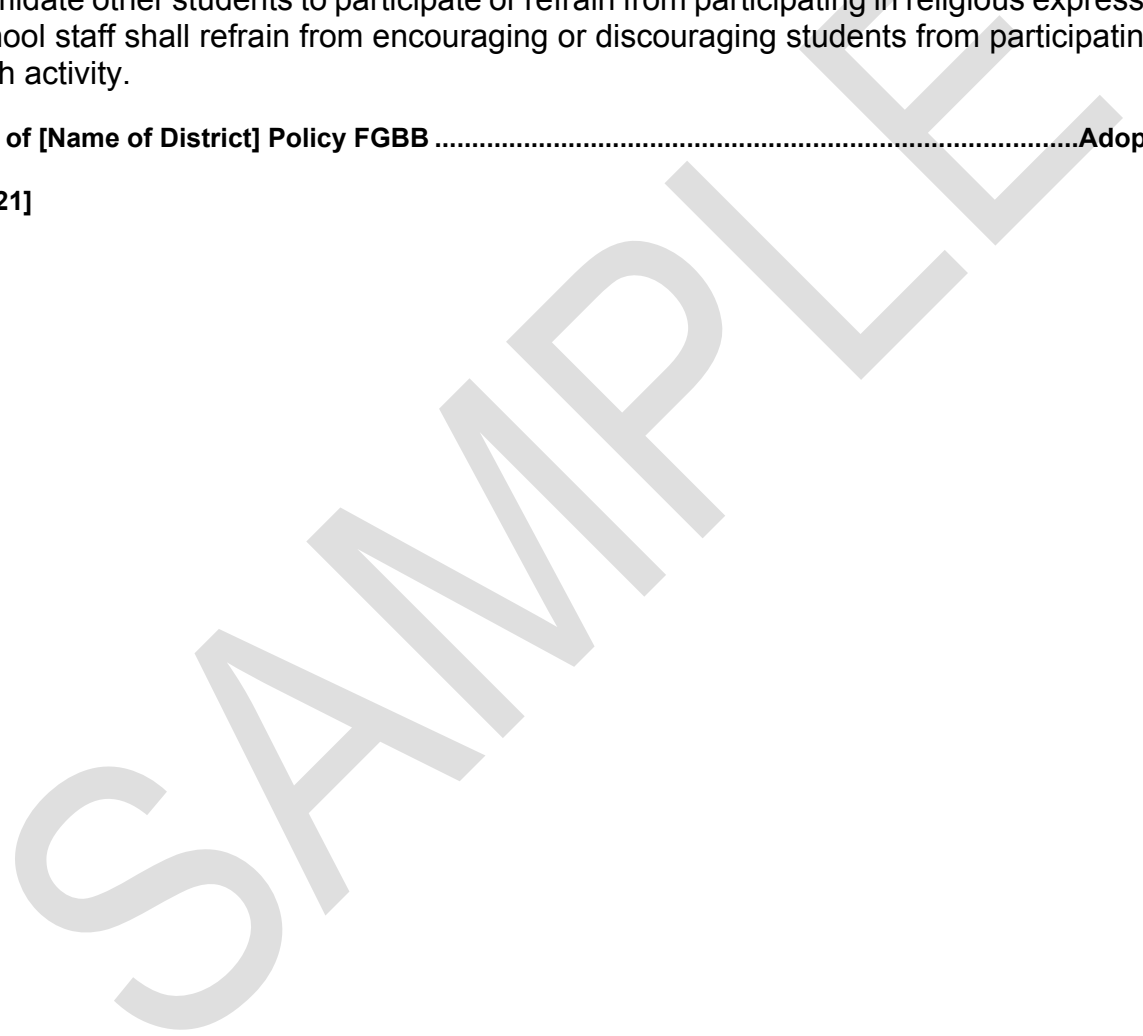
STUDENT PRAYER DURING NON-INSTRUCTIONAL TIME

The District, in accordance with state and federal law, shall permit student-initiated recitation of prayer and religious speech in school at any time before, during, and after the school day to the same extent that the District allows secular speech. Restrictions imposed on the time, place, manner, or location of any student-initiated recitation of prayer or religious speech shall not exceed those placed on students' secular speech **[and shall be delineated in administrative regulations]**.

The decision to participate or not participate in student-led or student-initiated religious expression is a matter of individual choice. No student shall be permitted to harass or intimidate other students to participate or refrain from participating in religious expression. School staff shall refrain from encouraging or discouraging students from participating in such activity.

End of [Name of District] Policy FGBBAdopted:

[05/21]



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STUDENT PUBLICATIONS & FREEDOM OF EXPRESSION

Definitions

For the purposes of this policy:

- *School-sponsored media* is defined in NDCC 15.1-19-25(1)(b) as any material that is prepared, substantially written, published, or broadcast by a student journalist at a public school, distributed or generally made available to members of the student body, and prepared under the direction of a student media adviser. The term does not include any media intended for distribution or transmission solely in the classroom in which the media is produced.
- *Student journalist* is defined in NDCC 15.1-19-25(1)(c) as a public-school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.
- *Student media adviser* is defined in NDCC 15.1-19-25(1)(d) as an individual employed, appointed, or designated by a school district to supervise or provide instruction relating to school-sponsored media.

Purpose

The **[Name of District]** believes that freedom of expression and press freedom are fundamental principles in a democratic society that provide all citizens with the right to engage in a vigorous discussion of ideas, and that a robust and free student press is critical to the development of informed and civic-minded adults. Freedom of expression through school-sponsored media is protected by the First Amendment to the United States Constitution and state law.

The District shall ensure all students enjoy free speech and free press protections related to school-sponsored media, and to encourage students to become educated, informed and responsible members of society.

No expression made by students in the exercise of free speech or free press rights shall be deemed to be an expression of school or district policy.

Expectations

Student journalists are responsible for determining the news, opinion, feature, and advertising content of school-sponsored media. A student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, regardless of whether the media is supported financially by the school district, by use of facilities of the school district, or produced in conjunction with a class in which the student is enrolled.

All school-sponsored media shall be supervised by a student media advisor. School-sponsored media shall not be reviewed by an administrator unless the publication is believed to contain restricted content as listed in this policy.

No student journalist or student media advisor shall be dismissed, suspended, disciplined, or otherwise censored, penalized, or punished when acting in accordance with law and district policy.

Prohibitions

The following material is prohibited from being published in school-sponsored media:

1. Material that is profane, harassing, threatening, intimidating, or pornographic;
2. Material that is libelous, slanderous or obscene in nature;
3. Material that infringes or may infringe on the privacy rights of others;
4. Material that violates federal or state law, promotes violence, terrorism, or other illegal activities including, but not limited to, material that promotes tobacco, drug, or alcohol use by minors;
5. Material that is reasonably forecast to materially and substantially disrupt the educational environment;
6. Material that violates or incites the violation of district policy including, but not limited to, the district’s policies on bullying and harassment; or
7. Material that poses a direct safety threat to the District, its students, and/or staff.

Appeals

A decision to prohibit publication and distribution of a student publication with restricted content shall be made by the building principal and may be appealed to the Superintendent. The Superintendent shall investigate and issue a decision in a timely manner. **Option 1: [The Superintendent’s decision is binding.] Option 2: [The Superintendent’s decision may be appealed to the Board within thirty calendar days after the Superintendent has issued his/her decision.]**

Dissemination of School-Sponsored Media

[The following time, place, and manner restrictions apply to dissemination of school-sponsored media {list description, e.g., student newspapers shall only be placed in receptacles near school entrances, no school-sponsored media shall be distributed in the classroom with the exception of journalism courses, etc.}]

End of [Name of District] Policy FGDDAdopted:

[05/21]

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PATRIOTIC EXERCISES

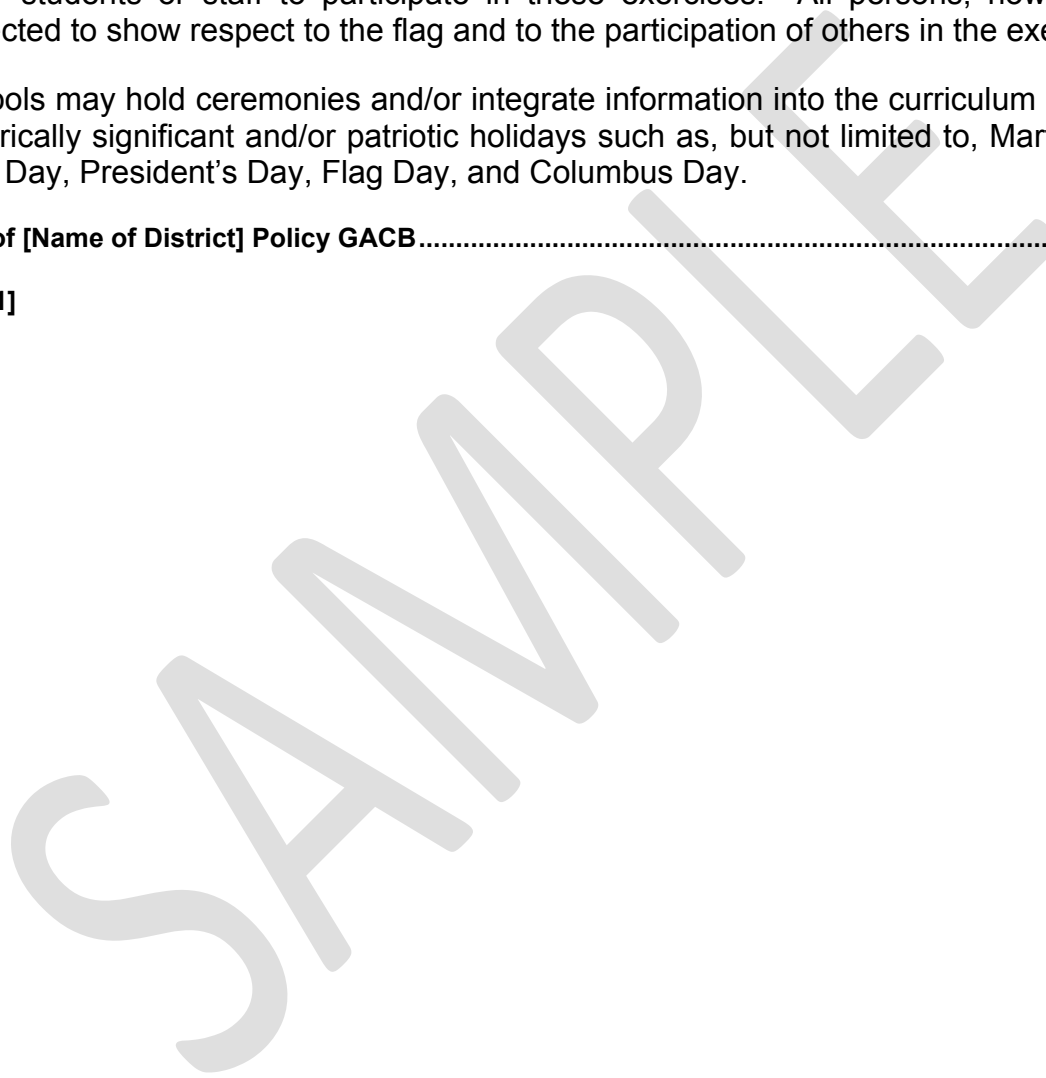
The Board authorizes the voluntary recitation of the pledge of allegiance by a teacher or one or more students at the beginning of each school day. The building principal and/or classroom teacher may provide a daily program for the voluntary pledge of allegiance. Students may also receive instruction concerning the words and music of the national anthem, so they are able to recite or sing the words and recognize the music.

The Board recognizes that the beliefs of some students and teachers prohibit their participation in these patriotic exercises. No person shall be required or intimidated by other students or staff to participate in these exercises. All persons, however, are expected to show respect to the flag and to the participation of others in the exercise.

Schools may hold ceremonies and/or integrate information into the curriculum related to historically significant and/or patriotic holidays such as, but not limited to, Martin Luther King Day, President's Day, Flag Day, and Columbus Day.

End of [Name of District] Policy GACB.....Adopted:

[05/21]



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This is a board regulation template. This template must be compared to your existing board regulation. If the Board wants to adopt the template in its entirety, they must make a motion to rescind the District's existing board regulation first (one reading) and then adopt the template. If your board wishes to adopt portions of this template, they must incorporate those changes into their existing board regulation prior to review. The Board must make a motion to amend the template. Adopting and amending board regulations requires one reading. More information on the Policy Adoption Process can be found on the Policy Services website or by contacting the NDSBA office at 1-800-932-8791.

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NOTE: Districts will need to adopt either KAB-1, District-Level Parent and Family Engagement Policy, or KAB-2, District-Schools, Parent and Family Engagement Policy.

If adopting KAB-1, you will also need to adopt KAB-BR, School Level Parent and Family Engagement Board Regulation.

If adopting KAB-2, you will NOT need to adopt KAB-BR.

**[NAME OF DISTRICT] SCHOOL-LEVEL
PARENT AND FAMILY ENGAGEMENT REGULATIONS**

In support of strengthening student academic achievement, the District which receives Title I, Part A funds must jointly develop with, agree on with, and distribute to parents and family members of participating students a written School-Level Parent and Family Engagement Policy that contains information required by the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations and objectives for meaningful parent and family engagement and describes how the school may implement a number of specific parent and family engagement activities. This policy must be incorporated into the school's plan submitted to the District.

Definitions

This policy defines the following:

- *Parent* means a biological, adoptive, step or foster father or mother, or any other individual who stands in loco parentis to the student.
- *Parental involvement* means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - a. Parents play an integral role in assisting their child's learning;
 - b. Parents are encouraged to be actively involved in their child's education at school;
 - c. Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - d. Other activities are carried out, such as those described in ESSA.
- *Family/family members* are adults living in a student's household who are related to the student **[and/or adult relatives living outside the student's household who, based on a school administrator's knowledge, play a direct and active role in the student's education (e.g., volunteer in school, attend school meetings)]**.

School Level Parent and Family Engagement Policy Requirements

The school agrees to implement the following requirements as outlined in law:

1. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the District-Schools Parent and Family Engagement Policy and the joint development of the targeted assistance or schoolwide program plan.
2. Update the School-Level Parent and Family Engagement Policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating students, and make the Parent and Family Engagement Policy available to the local community.
3. Provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory students, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under ESSA in an

understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.

4. If the schoolwide program plan for Title I, Part A is not satisfactory to the parents of participating students, the school shall submit any parent comments with the plan when the school submits the plan to the district.

School-Level Parent and Family Engagement Policy Components

The School-Level Parent and Family Engagement Policy includes a description of how the school may implement or accomplish each of the following components:

1. Joint Development

The school shall take the following actions to involve parents and family members in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I, Part A programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

[Describe/list how parents may be involved in the development of the School-Level Parent and Family Engagement Policy, and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.]

2. Annual Title I, Part A Meeting

The school shall take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating students to attend to inform them about the school's Title I, Part A program, the nature of the Title I, Part A program, the parents' requirements, the School-Level Parent and Family Engagement Policy, the schoolwide plan, and the school-parent compact.

[Describe/list when the school may hold the Annual Title I, Part A meeting to inform parents of the requirements of Title I, Part A and the school's participation as well as the parents' rights to be involved. The Annual Title I, Part A meeting shall not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised School-Level Parent and Family Engagement Policy.]

3. Communications

The school shall take the following actions to provide parents of participating students the following:

- a. Timely information about the Title I, Part A programs,
- b. Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I, Part A funds, transportation, child care or home visits, as such services relate to parent and family engagement, and
- c. Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating students in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

[Describe/list how the School-Level Parent and Family Engagement Policy may be distributed to parents and how the school is going to communicate with parents including information about how the school may provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.]

4. School-Parent Compact

The school shall take the following actions to jointly develop with parents of participating students a school-parent compact (KAB-E) that outlines how parents, the entire school staff, and students may share the responsibility for improved student academic achievement and the means by which the school and parents may build and develop a partnership to help students achieve the state's high standards.

[Describe/list the process the schools may follow to jointly develop with parents a school-parent compact.]

5. Reservation of Funds (only applicable to districts with Title I, Part A allocations of \$500,000 or more)

If applicable, the school shall take the following actions to involve the parents and family members of students served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent is spent by:

[If the District receives more than \$500,000 in Title I, Part A allocation, then it must reserve 1 percent for parent and family engagement activities. If the school is allocated a percentage of the 1 percent, describe/list how the school may share with parents and family members the budget for parent and family engagement activities and programs and how parents and family members will be involved in providing input into how the funds are used.]

6. Coordination of Services

The school shall, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other relevant Federal, State, and local laws and programs such as **[insert programs such as: Head Start or other public preschool programs, parent resource centers, and other programs]** that encourage and support parents in more fully participating in the education of their children by:

[Describe/list how the school may coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families such as public preschool programs or organizations to help students transition to elementary, middle, high, and postsecondary schools or careers.]

7. Building Capacity of Parents

The school shall build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

REQUIRED REGULATION

Descriptor Code: KAB-BR

- a. Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards;
- b. Provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- c. Provide assistance to parents of participating students, as appropriate, in understanding topics such as the following:
 - i. The challenging State's academic standards,
 - ii. The State and local academic assessments including alternate assessments,
 - iii. The requirements of Title I, Part A,
 - iv. How to monitor their child's progress, and
 - v. How to work with educators to improve the achievement of their child.

[Describe/list activities, such as workshops, conferences, classes, online resources, parent-teacher meetings, and any equipment or other materials that may be necessary to support parents in helping their child's academic success.]

8. Building Capacity of School Staff

The school shall provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

[Describe/list activities such as workshops, conferences, trainings, webinars, parent-teacher meetings, and online resources that may be used with school staff to build their capacity to work with parents as equal partners. Describe/list methods of parents' assistance for building staff capacity.]

[Name of School] shall provide other reasonable support for parent and family engagement activities as parents may request by:

[Describe/list actions the school may take to provide other reasonable support for parent and family engagement activities.]

[Building Capacity for Involvement

The School-Level Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in meaningful consultation with its parents, choose to undertake to build parents' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed in ESSA. Indicate which of the following discretionary (optional) School-Level Parent and Family

REQUIRED REGULATION

Descriptor Code: KAB-BR

Engagement Policy components the school will implement improve family-school partnerships:

- 1. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;**
- 2. Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training;**
- 3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;**
- 4. Train parents to enhance the engagement of other parents;**
- 5. Maximize parent and family engagement and the participation in their child’s education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating students and parents who are unable to attend conferences at school;**
- 6. Adopt and implement model approaches to improving parent and family engagement;**
- 7. Establish a district parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs; and**
- 8. Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.]**

[Describe how each discretionary item chosen by your school and parents will be implemented.]

Regulation Adoption and Dissemination

This regulation will be in effect for the period of one school year. **The District** shall distribute this regulation annually to all parents of participating Title I, Part A students.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- KAB, District-Level Parent and Family Engagement Policy
- KAB-E, School-Parent Compact Requirements

End of [Name of District] Board Reg. KBA-BR.....Adopted:

[05/21]



PUBLIC SCHOOL DISTRICT TUITION AGREEMENT
 NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
 OFFICE OF SCHOOL FINANCE AND ORGANIZATION
 SFN 50013 (06-07)

Type of Agreement	
<input type="checkbox"/>	District Paid Tuition
<input type="checkbox"/>	Parent Paid Tuition
<input type="checkbox"/>	No Charge

School Year 20 ¹¹ -20 ²²
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It is hereby agreed that the students listed below who are residents of

Name of Resident Public School District <i>New Town Public Schools</i>
Address <i>P.O. Box 300 Eagle Drive New Town, ND 58763</i>

Shall be admitted to and educated by

Name of Admitting Public School District <i>Parshall Public School</i>
Address <i>501 N Main, Parshall, ND 58770</i>

The tuition charged by the admitting district shall be as follows:

Name of Student	Grade	Amount of Tuition *
<i>Aquile Moore</i>	<i>9</i>	
<i>Cloria Moore</i>	<i>7</i>	
<i>Devaughn Moore</i>	<i>6</i>	
<i>Maya Little Owl</i>	<i>1</i>	
<i>William Little Owl</i>	<i>12</i>	
Name of Student	Grade	Amount of Tuition *
Name of Student	Grade	Amount of Tuition *
Name of Student	Grade	Amount of Tuition *
Name of Student	Grade	Amount of Tuition *
Name of Student	Grade	Amount of Tuition *
		Total Tuition Due **

Admitting District Board President Signature	Date	Admitting District Business Manager Signature	Date
Resident District Board President Signature (if applicable)	Date	Resident District Business Manager Signature (if applicable)	Date
Parent or Guardian Signature (if applicable) <i>Clara Moore</i>			Date <i>8-3-21</i>

* Enter the amount of tuition from the Worksheet for Calculating Tuition (SFN 50014) or enter \$0.00 if there is to be no tuition charged. (NDCC Section 15.1-29-13 outlines when tuition must be charged and when tuition may be waived).

** The amount of tuition charged must be reduced by actual Foundation Aid payments received and by any school taxes paid to the admitting district by the parent or guardian of an admitted pupil in accordance with NDCC Section 15.1-29-12. Payment of tuition must be made in accordance with NDCC Section 15.1-29-07 or Section 15.1-29-13.

Transportation*** provided by: (Please check appropriate box)

Resident District <input type="checkbox"/>	Admitting District <input type="checkbox"/>	Not Provided <input type="checkbox"/>
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*** Districts electing to educate students in other districts are also required to pay transportation costs. (NDCC §15.1-29-03 effective August 1, 2005.)