

determine appropriate educational placement, including evaluation records, special education documentation, and/or placement testing.

Tuition Waiver Contract (Same Grade Level)

When the resident district and admitting district both offer the same grade level as that in which the student will be enrolled, the boards may enter into a written tuition waiver contract as permitted by law. This tuition waiver contract option applies to nonresident students whose district of residence is a North Dakota public school district and does not apply to attendance governed by bordering-state contracts or cross-border attendance arrangements. A tuition waiver contract must:

- Be approved by the boards of both districts;
- Clearly identify the student(s) covered and the term of the agreement; and
- Specify transportation arrangements, including whether transportation will be provided and by which district.

If transportation is provided by the admitting district, the admitting district may be entitled to state transportation payments as allowed by law.

Parent Petition for Tuition Payment or Tuition Waiver Contract

When a student seeks to attend the District and the resident district has not already agreed to pay tuition or enter a tuition waiver contract, the student's parent(s) may pursue the statutory petition process with the resident district. A parent may submit a written petition to the resident district board requesting that the resident district either pay tuition required by law so the student may attend another district, or sign a tuition waiver contract with an admitting district that has agreed to admit the student.

The resident district board must meet with the parent(s) and render a decision within thirty (30) days after receiving the petition. The resident board may:

- Agree to pay tuition;
- Agree to sign a tuition waiver contract with the admitting district; or
- Refuse the request.

If the resident district board does not render a decision within the thirty-day period, the petition is deemed approved and the resident district becomes obligated to pay tuition to the admitting district as provided by law. When admission is based on resident-district payment or a tuition waiver contract arising from the petition process, the District may require documentation that the resident district has agreed, is deemed obligated, or has been directed on appeal to pay tuition or sign a tuition waiver contract. If the resident district denies the petition, the parent(s) may appeal to the county superintendent of schools.

Noncompliance by Resident District

If the resident district does not pay tuition or sign a tuition waiver contract as required following the petition/appeal process, the district shall provide notice to the Superintendent of Public Instruction as provided by law.

Tuition Amount and Fees

When tuition is required, the District shall calculate and charge tuition as provided by law, including any applicable limits on the amount payable. The District will not charge or collect from a nonresident student, the student's parent(s), or the resident district any fees or charges not otherwise assessed to resident students. The responsible payer (resident district or parent) will be determined based on the applicable statutory basis for admission and the existence of required written agreements.

For students enrolled under a bordering-state contract or a cross-border attendance arrangement, tuition and related payment obligations are governed by the applicable contract or state-level agreement, and the District will administer billing and collection consistent with those terms and applicable law.

Payment Terms and Billing

When the resident district is responsible for tuition, the District will invoice the resident district consistent with statutory payment timelines. If payment is delinquent, interest, notice, and enforcement steps will be handled as provided by law.

If a parent is paying tuition, the District shall require at least fifty percent (50%) of the total tuition due on the day of enrollment. The parent(s) shall enter into a written contract agreeing to pay any remaining balance on or before December 31 of the applicable school year. Failure to comply with the parent tuition contract may result in collection actions and/or other remedies available to the District, consistent with law and district practice.

End of Glen Ullin School District #48 Policy FAADAdopted:

REQUIRED

FGA - STUDENT EDUCATION RECORDS AND PRIVACY

The Glen Ullin School Board believes that while collection and use of student information is necessary to provide educational and student support services, the District must implement safeguards to ensure information is appropriately protected and used to serve the best interests of students. The purpose of this policy is to establish such safeguards.

Deleted: [Name of District]

Definitions

- Directory information* is defined as personally identifiable information contained in a student education record that is generally considered not harmful or an invasion of privacy if disclosed and includes:

a. Name (first and last),

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b. Address,

Deleted:]

c. Date and place of birth,

Deleted: [OPTIONAL:

d. Dates of attendance,

Deleted:]

Deleted: [OPTIONAL:

e. Degrees, honors, and awards received,

Deleted:]

Deleted: [OPTIONAL:

f. Grade level,

Deleted:]

Deleted: [OPTIONAL:

g. Most recent school attended,

Deleted:]

Deleted: [OPTIONAL:

h. Participation in officially recognized activities and sports,

Deleted:]

Deleted: [OPTIONAL:

i. Photograph,

Deleted:]

Deleted: [OPTIONAL:

j. School email address,

Deleted:]

Deleted: [OPTIONAL:

k. Student identification number if it cannot be used alone to access an educational record and is not the student's social security number,

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l. Telephone listing,

Deleted:]

Deleted: [OPTIONAL:

m. Weight and height of members of athletic teams,

Deleted:]

Deleted: [OPTIONAL:

- Education records* are records that are directly related to a student and are maintained by the District or by a party acting on behalf of the District. These records include but are not limited to grades, transcripts, class lists, student course schedules, health records, and student discipline files. This definition excludes law enforcement records and records in the sole possession of the maker used only as a memory aid.

- Eligible student* means a student who has reached the age of 18.

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- *FERPA* stands for the Family Educational Rights and Privacy Act.
- *Legitimate educational interest* is defined as access that is needed in order for a school official to fulfill their professional responsibility.
- *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- *Permanent record* is defined as a record containing a student's name, address, phone number, record of grades, years enrolled, courses attended, and grades completed.
- *Personally Identifiable Information* (PII) includes information maintained in the student's education record that could be used alone or in combination to trace a student's identity directly or indirectly and would allow a reasonable person, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- *Record* means any information recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.
- *School official* is defined as an individual who has a legitimate educational interest in accessing student educational records and is affiliated with the District in one of the following capacities:
 - a. An individual employed by the District in an administrative, instructional, or support staff position;
 - b. School board members; or
 - c. Contractors, consultants, volunteers, service providers, or other party with whom the District has outsourced institutional services or functions for which the District would otherwise use employees; records provided to these third parties must remain directly under the district's control for purposes of maintenance and use and the third party must agree to comply with 34 C.F.R. 99.33(a). Examples include, but are not limited to, school resource officers, interns, student teachers, the district's attorney, PowerSchool, SLDS, learning management software, hot lunch tracking software, and district alert systems.

Designation and Responsibilities of Privacy Officers

The Superintendent or designee shall serve as Chief Privacy Officer. In this role, the Superintendent is responsible for submitting to the Board for approval student information sharing requests from third-party individuals/entities other than parties to which the District reports student information under law. The Superintendent shall also maintain a master list of individuals and entities having access to student information, including school district personnel listed by title. To ensure this list remains current and is manageable to maintain, it shall not contain names of individuals who have access to data.

The Superintendent may designate privacy officers at the District and building level. These privacy officers are responsible for:

1. Maintaining a list of school personnel by title who have access to student information; this list shall be provided to the Superintendent each time it is updated;
2. Submitting to the Superintendent for board approval new requests to share student information with third-party individuals and entities other than parties to which the District reports student information under law;
3. Ensuring that access to student information is granted only to the extent there is a legitimate educational interest and in accordance with this policy and any applicable agreements;
4. Enforcing this and other applicable district confidentiality and data protection policies; and
5. Providing a list of students who have opted-out of directory information to classroom teachers and other district staff who have a need to know.

REQUIRED

Information Release Safeguards

1. Access by Parents and Eligible Students

To ensure compliance with parental and eligible student access requirements under FERPA:

- a. The District shall comply with a request by a parent or eligible student to access education records within a reasonable period of time, not to exceed 45 days after receipt of a request; and
- b. The Board shall develop procedures for a parent or eligible student to review and amend educational records. These procedures shall include procedures to verify the identity of a requesting parent or eligible student. The regulations shall be delineated in board regulations and disseminated annually in accordance with law.

2. Classroom Use of Instructional Tools Requiring Release of Student Information

Teachers are encouraged to use instructional technological tools that allow for use of an alias or that do not require submission of directory information, other than or in addition to name, or PII. Whenever a teacher wishes to use an instructional tool that requires release of directory information, other than or in addition to name, or PII such as, but not limited to, software or an app, the teacher shall submit a request to the building-level privacy officer. The privacy officer shall check the district's master list of individuals and entities approved to receive student information. If the entity is not on this list or the teacher's request is beyond the scope of information sharing permission previously granted, the privacy officer

shall either deny the teacher's request or submit an information-sharing request to the Superintendent for board approval. If the teacher is authorized to use the instructional tool, the building-level privacy officer shall ensure the teacher complies with any parental consent requirements and directory information opt-out requests before using the tool.

3. Data Breaches

District employees are responsible for informing a privacy officer of any known or suspected breach of PII. When a privacy officer becomes aware of a breach of student PII, they shall contact the Chief Privacy Officer. The Chief Privacy Officer shall determine if enactment of data breach response procedures contained in policy IDC and NDCC Ch. 51-30 is appropriate.

4. Information Storage and Destruction

Student education records shall be reviewed annually and any records unnecessary for progression to the next grade level, not needed for college entrance purposes, not needed for extracurricular participation, not needed for disciplinary purposes, and records that are not part of the permanent record will be shredded or destroyed. Exceptions apply for any content that may reasonably be related to litigation or anticipated litigation (retain for six years after a student turns eighteen), bullying reports (retain in accordance with policy ACEA), concussion documentation (retain in accordance with policy FCAF), executive session tapes (retain for at least six months), [Infinite Campus](#) records, and special education records (retain in accordance with the Individuals with Disabilities Education Act).

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5. Directory Information

The District may disclose directory information without parental or eligible student consent if it has given parents or eligible students a reasonable amount of time to opt-out of directory information release. Opt-out notices should be provided at the beginning of the school year and when a student otherwise enrolls in the District. These notices shall contain a reasonable deadline of at least ten days for parents or eligible students to opt out.

The Board approves release of directory information as follows:

- a. Publication on the district's website;
- b. To board-approved vendors for purposes of sale of school-related items such as, but not limited to, yearbooks, school pictures, graduation items, district apparel, and book orders;
- c. To military and college recruiters in accordance with applicable laws (NDCC 15.1-07-25.1 and 20 U.S.C. 7908);
- d. To official district newspaper for purposes of recognizing student accomplishments and coverage of extracurricular events;
- e. To school-affiliated groups for purposes of communicating and fundraising;

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- f. To school-sponsored student publications including, but not limited to, newspapers and yearbooks; and
- g. When the Board receives and approves a directory information release request; directory information shall only be released and used for purposes specified in the release request and the Superintendent shall add approved requestors to the district's master list of individuals and entities having access to student information. The Board shall develop criteria in regulations for approving and denying these requests.

Any district employee who wishes to disseminate student directory information to a third party shall contact their building-level privacy officer. The privacy officer shall determine if the Board has previously approved such release and, if not, deny the request or submit it to the Superintendent for board approval. Upon board approval, the Superintendent shall instruct the privacy officer to ensure compliance with any opt-out requests made by parents.

6. Personally Identifiable Information (PII)

Any third party requesting or receiving access to student PII must receive board approval unless the third party is required to receive PII under state or federal law. Any school employee who wishes to share PII with a third party shall contact their building-level privacy officer. The privacy officer shall determine if the Board has previously approved such release and, if not, deny the request or submit it to the Superintendent for board approval. Upon board approval of any PII release request, the applicable privacy officer shall inform the requestor of any parental consent requirements (see #7) and ensure the requestor complies with such requirements.

Parental or eligible student consent is not required to release PII under the following circumstances:

- a. The District receives information under 42 U.S.C. 14071 and applicable federal guidelines about a student who is a registered sex offender under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071), and the District has a need to disclose the student's status as a sex offender for safety purposes;
- b. In connection with a health or safety emergency under the conditions described in 34 C.F.R. 99.36;
- c. If records have been de-identified by the District; third party individuals and entities that receive de-identified information shall be included on the district's master list of individuals and entities having access to student information
- d. To a school official who has a legitimate educational interest in the education records if the following conditions are satisfied:
 - i. Access shall be limited to only information the school official has a legitimate need to know;

- ii. School officials shall use the information only for the purposes for which the disclosure was made and shall not re-disclose the information to any other party without proper consent or legal authority; and
 - iii. Titles of individuals and entities considered school officials shall be included on the district's master list of individuals and entities having access to student information;
- e. To a court without a court order or subpoena when the District initiates legal action against a parent/student or a parent/student initiates legal action against the District
- f. To accrediting bodies for purposes of accreditation
- g. To an organization conducting a study for the District to develop, validate, or administer a predictive test; administer student aid programs; or improve instruction so long as the organization has entered into a written agreement with the Board in accordance with law; if the organization is conducting a survey of students, the District shall ensure parents are notified in compliance with policy GCC and shall obtain parental consent, if applicable (see #7)
- h. To another school in which the student seeks, intends to, or is already enrolled
- i. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and state and local educational authorities for audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements that relate to those programs;
- j. To comply with a judicial order or lawfully issued subpoena; the District must make reasonable attempt to contact the parent or eligible student before disclosure unless the court order instructs otherwise;
- k. To the parents of an eligible student who is also a "dependent student" as defined in IRS Section 152; or
- l. To the state entity managing a student information system so long as the organization has entered into a written agreement with the Board in accordance with law; the data sharing agreement must include a clause that designates the department as an authorized representative of the District under FERPA for purposes of the statewide longitudinal data system.

The District will take measures necessary to ensure that individuals and entities to which PII is released shall only have access to information necessary to fulfill their responsibilities under law and to the District. Measures may include, but not be limited to, controlling access to computer data through password restrictions, controlled access to paper records, and ensuring that any information access agreements required by law are properly executed by the Board.

7. When Parental Consent is Required

The District must obtain parental or eligible student consent to release student information under the following circumstances:

- a. The Board has approved release of PII to an individual or entity not meeting the definition of school official under law and/or not meeting an exception to the parental consent requirement under FERPA;
- b. The Board has approved release of directory information, other than or in addition to name, or PII to an online service provider for commercial purposes and the impacted students are under the age of 13;^{1[1]}
- c. When administering a survey funded in whole or in part by the U.S. Department of Education and concerning any of the following areas^{2[2]}:
 - i. Political affiliations or beliefs of the student or the student's parent;
 - ii. Mental or psychological problems of the student or the student's family;
 - iii. Sex behavior or attitudes;
 - iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - v. Critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - vii. Religious practices, affiliations, or beliefs of the student or student's parent; or
 - viii. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

If the District is unable to obtain this consent, it shall not release the impacted student's information.

504 Plans and Individual Educational Programs (IEPs)

Sharing of student information necessary for developing, amending, or implementing an IEP or 504 Plan and sharing student information needed to determine eligibility for special education or disability services are not subject to board approval requirements in NDCC 15.1-07-25.3 because the District provides these services in fulfillment of requirements under state and federal law.

Policy Violations

Failure by a district employee or volunteer to comply with this policy, other district confidentiality requirements, or any improper disclosure of student information by a school

employee or volunteer shall result in disciplinary action up to and including termination of employment. Failure by a third party to comply with this policy, any information-sharing agreements between the District and third party, or any improper disclosure of student information by the third party may result in termination of the third-party's access to student information and termination of the district's agreement with the third party.

Training

School officials employed or volunteering for the District shall receive information and/or training on confidentiality requirements pertaining to student education records and consequences for breaching confidentiality. The District shall also provide training to applicable school personnel on the procedures for requesting to release student information contained in this policy.

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

- DE, Staff Code of Conduct
- FACB, Transfer and Withdrawal Records
- FGA-BR1, Student Education Records Access and Amendment Procedure
- FGA-BR2, Criteria for Approving and Denying Directory Information and PII Release Requests
- FGA-E1, Notice for Directory Information
- FGA-E2, Model Notice of Rights Under FERPA for Elementary and Secondary Schools
- FGA-E3, FERPA Release Form for Parents
- FGA-E4, Notice of Executive Session Tape on File
- FGA-E5, Student Information Sharing Request
- FGA-E6, Model Form for Disclosure to Parents of Dependent Students
- GCC, Protection of Pupil Rights Amendment and Third-Party Research on Students
- IDC, Data Protection and Security Breaches

Deleted: <#>FGA-E7, School Officials' Guide
FERPA and Data Privacy
FGA-E8, Parties Approved to Receive Student

Legal References

- 20 U.S.C. § 1232g, Family Education and Privacy Rights
- 34 CFR Part 99, Family Educational Rights and Privacy

- NDCC § 15.1-06-06, Approval of Public Schools
- NDCC § 15.1-07-25.3, Protection of Student Data – School District Policy
- NDCC § 15.1-07-33, Student Information System - Exemption
- NDCC § 15.1-19-14, School Law Enforcement Unit
- NDCC § 15.1-19-15, Record Retention

End of Glen Ullin Policy FGA..... Adopted:

Deleted: [Name of District]

[07/25]

[1] Children's Online Privacy Protection Act, 16 CFR 312

[2] Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h; 34 CFR Part 98

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REGULATION

FGA-BR1 - STUDENT EDUCATION RECORDS ACCESS & AMENDMENT PROCEDURE

Reviewing an Educational Record

The District shall comply with a parent or eligible student's right to inspect and review the student's education records. This right will be granted using the following procedure:

1. A parent or eligible student shall make a request orally or in writing to the building principal to inspect and review the student's education records.
2. The building principal must provide a parent or eligible student the opportunity to inspect and review the student's education records within a reasonable period of time, but not more than 45 calendar days following receipt of a request.
3. The building principal shall notify the parent or eligible student of the time and place when the student's education records may be inspected.
4. The building principal shall require the requestor to submit/show a form of state or federally issued identification to verify the identity of the requestor if the requestor is unknown to the principal.
5. The principal or designee shall be present when the parent or eligible student reviews the records.
6. If circumstances prevent a parent or eligible student from reviewing their child's or their education records at the school office, the District shall prepare and mail a copy of the records or make alternative arrangements for the parent or eligible student to inspect and review the records. Any expense incurred from copying and/or mailing the records may be charged to the parent or eligible student at state rates, except as prohibited by law.

The building principal shall respond to reasonable requests for explanations and interpretations of the records in a prompt and equitable manner.

Amending an Educational Record

A parent or eligible student has the right to request an amendment to any portion of the education records they believe to be inaccurate, misleading, or in violation of the student's right to privacy. A parent or eligible student shall use the following procedure to dispute or request an amendment to an educational record. This procedure shall not be used to dispute a grade, disciplinary decision, or opinions/reflections of a school official contained in an educational record.

1. Any request to amend education records shall be made in writing and submitted to the building principal.
2. The principal shall review the request within a reasonable time and approve or deny it. The principal's decision shall be submitted to the parent or eligible student. If the principal denies the amendment request, they shall inform the parent or eligible student of their right to request an appeals hearing.

REGULATION

3. Requests for an appeals hearing shall be submitted to the Superintendent or designee. The hearing shall be held within a reasonable time after the appeal request has been made.
4. The Superintendent or designee shall provide the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
5. The Superintendent or designee shall serve as the hearing officer
6. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of their choice, including an attorney;
7. The parent or eligible student shall have a full and fair opportunity to present evidence related to the amendment request.
8. The Superintendent or designee shall make its decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. This decision is final and binding.
9. If the Superintendent or designee denies the amendment request, they will notify the parent or eligible student within a reasonable time of their right to submit a written response commenting on the contested material and/or explaining the disagreement with the hearing officer's decision. This written response shall be retained and, when applicable, disseminated in accordance with law.

End of Glen Ullin Board Regulation FGA-BR1Adopted:

[11/21]

REGULATION

FGA-BR2 - CRITERIA FOR APPROVING AND DENYING DIRECTORY INFORMATION AND PII RELEASE REQUESTS

Finding Alternatives to Release

Whenever possible, the Board should identify alternatives to releasing directory information and personally identifiable information (PII) such as, but not limited to, asking the requestor to disseminate material directly through the school and/or de-identifying information before release.

Reasons for Release

Release of directory information and PII should further the district's mission and/or support the development of students, a specific district school, the District, or a school-sponsored program. Release requests meeting these criteria shall not be denied based on viewpoint expressed or organization represented by the requestor.

Criteria for Denying Release

Directory information and PII releases requested for the following purposes are outside the scope of and/or violate the district's mission and shall be denied:

1. Attacks ethnicity, race, religion, or other class protected by law;
2. Promotes violence, terrorism, or other illegal activities, including, but not limited to, tobacco, drug, and/or alcohol use by minors;
3. Is obscene or pornographic as defined by community standards;
4. May substantially disrupt the educational environment;
5. Poses a direct threat to the safety of students;
6. Infringes on the rights of students including, but not limited to, material that is potentially libelous or invades privacy; or
7. Has a political purpose defined as any activity undertaken in support of or in opposition to a statewide initiated or referred measure, a constitutional amendment or measure, a political subdivision ballot measure, or the election or nomination of a candidate to public office.

End of Glen Ullin Board Regulation FGA-BR2.....Adopted:

[11/21]

EXHIBIT

FGA-E1 - NOTICE OF DIRECTORY INFORMATION

Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Glen Ullin School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures.

Deleted: [Name of District]

The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with three directory information categories, names, addresses and telephone listings, unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by insert date. The District has designated the following information as directory information: *Note: The District may, but does not have to, include all the information listed below. This list must be consistent with policy.*

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1. Student's name (first and last)
2. Address;
3. Date and place of birth;
4. Dates of attendance;
5. Degrees, honors, and awards received;

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EXHIBIT

6. Grade level;
7. Most recent school attended;
8. Participation in officially recognized activities and sports;
9. Photograph;
10. School email address;
11. Student identification number, user ID, or other unique personal identifier used to communicate in electronic systems or displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user;
12. Telephone listing; and
13. Weight and height of members of athletic teams.

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Request to Withhold Directory Information for the [List year] School Year:

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- ☒ Please do not release **any** directory information.
- ☒ Please do not release the following **part or parts** of directory information:
(check all that apply)
- ☐ Name
- ☐ Telephone
- ☐ Photograph
- ☒ Other (specify): _____
- ☒ Please do not release directory information to:
- ☒ Military Recruiters
- ☒ Colleges & Universities
- ☐ Other (specify): _____

Student's Name: _____

School: _____

Grade: _____

Parent/Guardian Signature: _____

Date: _____

EXHIBIT

NOTE: If the student is a high school senior or is otherwise scheduled to graduate, this opt-out request will continue to remain effective after the student has graduated from high school.

End of Glen Ullin Exhibit FGA-E1

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[11/21]

EXHIBIT

**FGA-E2 - MODEL NOTIFICATION OF RIGHTS UNDER FERPA
FOR SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to have the District notify you annually of your rights (this document);
2. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access;

Parents or eligible students who wish to inspect their child's or their education records should submit to the building principal or designee a written request that identifies the records they wish to inspect. The building principal or designee shall make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected in accordance with board regulation FGA-BR1;

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3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education records should write the building principal, clearly identify the part of the record they want changed and specify why it should be changed. If the building principal or designee decides not to amend the record as requested by the parent or eligible student, they will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

4. The right to provide written consent before the District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, a person serving on the Board). A school official also may include a volunteer, contractor, or consultant outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility; **[and]**

Deleted: [, list others in accordance with your student records policy]

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Deleted:] NOTE: Ensure this list reflects policy

EXHIBIT

Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer; and¹

Deleted: [

Deleted:]

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosure of PII without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

1. To other school officials, as defined in #4 above, that the District has determined to have legitimate educational interests. This may include contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1));
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2));
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as

¹ Select option of consistent with policy. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

EXHIBIT

their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35);

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4));
5. To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5));
6. To organizations conducting studies for, or on behalf of, the District, in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. (§99.31(a)(6));
7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7));
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8));
9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10);
11. Information the District has designated as "directory information" under §99.37. (§99.31(a)(11));
12. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L)); or
13. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

End of Glen Ullin Exhibit FGA-E2

Deleted: [Name of District]

EXHIBIT

FGA-E3 - FERPA RELEASE FORM FOR PARENTS

Name of student: _____ Date of birth: _____

Name of child's school: _____ Grade level: _____

Child's mailing address: _____

Parent's mailing address (if different): _____

CONSENT TO RELEASE

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for parents regarding the privacy of their child's educational record. While family members and other individuals serving in a parent's stead as caretaker may have an interest in the child's record, access to or release of the educational record is only by written parental consent. Parents may choose to complete and submit this FERPA Release Form to allow access or release of their child's educational record. A release form must be completed for each individual to whom a parent wishes to authorize access/ release of his/her child's educational records.

I, _____, (name of parent/legal guardian) consent to release the information, as indicated below, to: _____

Relationship of this individual to the child: _____

Contact information for this individual:

(Address) _____

(Phone) _____ (Email) _____

TYPE OF REQUEST (By selecting the option to release records, the individual listed above will receive all correspondence related to the child's academic record that is mailed to parents):

☐ Academic records: ☐ Access ☐ Release

☐ Disciplinary records: ☐ Access ☐ Release

☐ All information concerning my child's ☐ 504 Plan ☐ Individual Education Program
☐ Access ☐ Release

☐ All other information placed in my child's education record (e.g., accident reports, emergency contact information, administrative notes, etc.): ☐ Access ☐ Release

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge by my signature that I understand that, although I am not required to release my child's records, I am giving my consent to release the information. This release

EXHIBIT

will remain in effect while the child is enrolled in Glen Ullin School District unless I revoke such consent.

Parent's signature

Date

EXHIBIT

RETURN FORM TO

Name: _____

Address: _____

Date form was returned to school: _____

Received by: _____

End of [Name of District] Exhibit FGA-E3

[11/21]

EXHIBIT

FGA-E4 - NOTICE OF EXECUTIVE SESSION TAPE ON FILE

On _____(date) the Glen Ullin School Board held an executive session involving _____(student's name). The reason for the executive session was (check one):

- ☐ Discussion student educational records, FERPA and NDCC 44-04-19.2(1)
- ☐ Expulsion hearing, FERPA and NDCC 44-04-19.2(1)

All documents resulting from and recording(s) of this executive session are in a secured file in the business office. These items will be retained and released in accordance with law and board policy.

End of Glen Ullin Exhibit FGA-E4

[11/21]

EXHIBIT

FGA-E5 - STUDENT INFORMATION SHARING REQUEST FORM

Name: _____

Organization (list school building if district employee): _____

Date of request: _____

1. Purpose of request:

2. Information requested (e.g., names, email addresses, de-identified test scores, etc.):

3. If request is for use of software, app, or an online tool, list name of tool, app, or software and manufacturer/developer

4. Information will be collected from which grade levels and/or buildings (list)?

5. Will information be collected only from certain categories of students? If yes, list (e.g., female, Caucasian, students receiving free or reduced meals):

6. How long will the information be used (list dates)?

7. Who will have access to the information?

8. How will the information be collected (e.g., online survey, students complete online registration form, district prepares list)?

EXHIBIT

9. Describe methods that will be used to protect the information from unauthorized access.

10. Describe method for destroying information after no longer in use.

In order to receive approval, the requestor must agree to the following:

1. The information requested shall be used only as delineated in #1 for the dates specified in #6 after which time the information will be destroyed in accordance with #10 at the requestor's expense. If the requestor is a district employee requesting to share student information with a third party, the third party shall be responsible for destroying the information at its expense after the deadline for use.
2. Only individuals listed in #7 shall have access to the information.
3. The requestor shall comply with any applicable parental consent requirements and/or opt-out requests for directory information.
4. The requestor shall complete any additional information sharing agreements required by law.
5. The Superintendent will be notified as soon as possible if the requestor suspects or knows that the student information was accessed by an unauthorized user or otherwise breached.

Note: If you are a district employee requesting to share student information with a third party, the third party must sign this form, or you must print the third-party's terms of service and attach them to this document in lieu of signing below.

I agree, [on behalf of my organization], to comply with the above requirements.

Signature

Date

Print Name

Organization

- ☐ Terms of service are attached in lieu of signature. Requestor is still responsible for compliance with any applicable parental consent requirements and notifying a privacy officer if terms of service are not followed by the third party. _____
(requestor's initials)

EXHIBIT

For internal use only

Request approved by the Board

- ☐ Yes, date: _____
- ☐ Parental consent will be required before requestor can access requested information
- ☐ Additional agreement required by law. These agreements are required when disclosure is to organizations conducting studies for or on behalf of the District or for purposes of a state or federal audit.
- ☐ No, date: _____

End of Glen Ullin Exhibit FGA-E5

[11/21]

EXHIBIT

FGA-E6 - MODEL FORM FOR DISCLOSURE TO PARENTS OF DEPENDENT STUDENTS

NOTE: NDSBA recommends providing this form to all high school seniors at the beginning of the school year.

Student's First Name _____ Middle Initial _____ Last Name _____

Street Address _____ City _____ State _____ Zip Code _____

Under the Family Educational Rights and Privacy Act (FERPA), the Glen Ullin School District is permitted to disclose information from your education records to your parent(s), if you are under 18 or if your parent(s) claims you as a dependent for federal tax purposes. **If you will turn 18 this school year**, please indicate whether your parents claim you as a tax dependent.

Please check the appropriate box:

- ☐ Yes. I certify that my parents claim me as a dependent for federal income tax purposes.
- ☐ No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

Signature: _____ Date: _____

If parents live at the same address, please list both in # 1.

1.

Name _____

Address _____

City, State, Zip _____

Telephone _____

EXHIBIT

2.

Name

Address

City, State, Zip

Telephone

End of Glen Ullin Exhibit FGA-E6

[11/21]

FEDERAL FISCAL COMPLIANCE

The Glen Ullin School District #48 shall appoint one individual annually to serve as the authorized representative for the Title I and related federal Title programs in accordance with state and federal Title I requirements. This individual shall have the responsibility for ensuring Title program compliance, shall have official signature authority over the Title I program and the District's Title I funds, and shall serve as the District's main contact for the State Title I Office/North Dakota Department of Public Instruction, unless the District specifies otherwise, and shall receive Title I updates and mailings.

The Glen Ullin School District #48 Board approves the authorization of the **Superintendent** as the authorized representative for the following federal Title programs: Title I, Title II Part A, Title III, Title IV Part A, RLIS funds[1], School Food Service, Comprehensive School Reform, and Federal Vocational Program.

NOTE: Districts that receive additional federal funds, such as formula or competitive grants, must also assign an authorized representative for those programs and grants.[2]

Annually, the Board shall review and approve the consolidated application for Title I, Title II Part A, Title III, Title IV Part A, and RLIS funds. Upon approval, the Board shall grant permission to the authorized representative to submit the application. The Board shall also review and approve all competitive grant applications prior to their submission.

All purchases, use, management, disposition, and retention of equipment and other capital expenditures made on behalf of the District using federal funds shall conform to applicable state and federal laws and the District's purchasing policy (HCAA), federal fiscal compliance policy (HBAA), [disposal of school equipment and supplies policy (ICCB)], and other applicable policies. Under federal regulations applicable to the District, the District defines capital assets to mean tangible or intangible assets used in operations having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds **\$10,000**. Capital assets may include land, buildings, facilities, vehicles, equipment, and information technology systems. When District policies and procedures are more restrictive than state or federal laws, District policies must be followed. The District will request prior written approval of the federal agency or pass-through entity for the purchase of special purpose equipment with a per-unit cost of \$10,000 or more.

The District's designated Title I representative shall ensure requested Title expenditures are in compliance with state and federal laws and the District's policies. The Business Manager shall track all federal expenditures and assure that the District follows all budgetary requirements under the specific program and all purchases adhere to District policy.

The Business Manager shall ensure that the budgetary requirements have been appropriately documented, submit all federal program reports to the North Dakota Department of Public Instruction, as required, and ensure that the District's federal programs comply with the federal Maintenance of Effort regulation.

The Business Manager shall also ensure that all other federal funds, such as those received through grants, are expended as intended in the grant application or budget

revision and will verify that the budgetary information for these federally funded programs matches the budgetary information on file with the state.

The Business Manager shall track all items purchased with federal funds. These items will be labeled as purchased with these specific federal program funds. The District shall maintain a formal inventory description list of equipment and all computers purchased with federal funds.

All employees paid with federal funds shall document the time and effort they expend toward federal programs in accordance with federal law.

Record Retention

The District shall retain federal financial and program records to show compliance with program requirements. Records and source documents for financial data must be kept for a period of **7 to 10 years**, the starting date of which begins on the day the final report is submitted (exception is litigation or audit findings and records held in resolution). Acceptable forms of source documentation include, but are not limited to, cancelled checks, paid billings or invoices, time and attendance records (for payroll), and contracts/leases.

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

ABCD, Record Retention

ABCD-E, Record Retention Schedule

HBAA-AR1, Federal Fund Expenditures & Inventory Requirements

HBAA-AR2, District Personnel Time and Effort

HBAA-E, District Personnel Time and Effort Form

HCAA, Purchasing

End of Glen Ullin School District #48 Policy HBAA.....Adopted: **_____**

HBAA-E--TITLE I FISCAL & INVENTORY REQUIREMENTS

REGULATION

HBAA-AR1 - FEDERAL FUND EXPENDITURES & INVENTORY REQUIREMENTS

Definition

- *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.

Federal Expenditure Requirements

Federal funds, including federal competitive grant expenditure requirements are as follows:

1. Funds expended as they are intended;
2. Funds are expended within the appropriate performance period;
3. Expenditures are coded to the appropriate fiscal line items;
4. Expenditures are an allowable use of federal funds;
5. Expenditures align with what has been approved on the district's application or most recent contract amendment;
6. Financial line items are identical to what the District has on file in the State Federal Program office; and
7. Amounts for contracted services over \$10,000 must be evidenced by an actual contract on file with the District and be handled in accordance with the district's purchasing policy.

Equipment Inventory Requirements

Districts that expend federal funds on equipment are required to maintain an equipment inventory system. Any equipment purchased over \$10,000 and all computer equipment (printers, iPads, white boards, etc.), regardless of the cost, must be tracked on an inventory system. The inventory must include at a minimum:

1. Description of the equipment;
2. Serial number or other identification number;
3. Source of funding (including the federal award identification number (FAIN));
4. Who holds the title;
5. Purchase date;
6. Cost of equipment;
7. Percentage of federal participation in cost of equipment;
8. Location of the equipment;
9. [Use of property];
10. [Condition of property]; and
11. Ultimate disposition data of the property, including the disposal date and sale price of the equipment.

A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two years.

A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

Adequate maintenance procedures must be developed to keep property in good condition.

For the purposes of equipment inventory, the District may choose to manage and track equipment purchased in whole or part using federal funds separately from equipment purchased using local or State funds.

**End of [Name of District] Administrative Regulation HBAA-AR1
[01/26]**

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HBAA-AR2--DISTRICT PERSONNEL TIME AND EFFORT
REGULATION

HBAA-AR2 - DISTRICT PERSONNEL TIME AND EFFORT

Federal law requires that districts document time and effort for all employees, including teachers, paraprofessionals and other staff, who are paid with federal funds, no matter the percentage of time for which they are paid. The portion of the federally paid salary must be reflective of the time and effort the employee has expended towards the federal program.

Time and Effort Records

District expenditures of federal funds for employee salaries and wages must be based on records that accurately reflect the work performed. Time and effort records must:

1. Be supported by a system of internal controls which provides reasonable assurance charges are accurate, allowable, and properly allocated;
2. Be incorporated into official district records;
3. Reasonably reflect total activity for which employee is compensated by the District;
4. Encompass 100% of all activities (federal and non-federal) compensated by the District;
5. Comply with the District's established accounting policies and practices; and
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award.

The first five criteria listed above may be satisfied through payroll, accounting, and related systems. The last criterion applies when an employee distributes time among multiple programs. A good internal control measure for this would be daily logs and/or a permanent schedule and a supervisor assurance.

Employee certifications are not required when the District has other records that can satisfy the criteria above; however, the District may continue to use employee certifications as an internal control.

End of [Name of District] Administrative Regulation HBAA-AR2

[09/24]

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EXHIBIT

HBAA-E - DISTRICT PERSONNEL TIME AND EFFORT FORM

For monitoring purposes, the District must submit documentation of the employee's time and effort that is paid with federal funds. This sample time and effort assurance form may be used when multiple individuals are supervised by one constant individual who has direct knowledge of the work performed.

Name of District:

Supervisor Name:

Supervisor Title:

Time Period:

The following employees spent [%] time working on federal grant compliance objectives, goals, and programs.

Employee Name(s)	Employees Signature (not required)

I hereby certify the above is an accurate representation of the work performed during the time period indicated

Supervisor Signature

Date

End of [Name of District] Exhibit HBAA-E.....Adopted:

[09/24]

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**RECOMMENDED
COGNIA**

Descriptor Code: HCAA

PURCHASING

All purchases made on behalf of the District shall be executed in a fair, equitable, and legal manner using a process that helps ensure the best value for the District and its taxpayers. The purpose of this policy and accompanying regulation is to establish such procedures.

Establishment of a Purchasing System

The Board delegates overall purchasing authority to the Superintendent who shall serve as the district's Chief Procurement Officer. The Chief Procurement Officer shall be responsible for developing and administering the purchasing program of the District, including the development and implementation of a requisition and purchasing system that is efficient, economical, and meets the standards below. A complete purchasing record system shall be maintained by the Chief Procurement Officer. To ensure adequate checks and balances, the procurement officer shall have authority to approve district employee's purchases but shall not directly make purchases for the District.

General Requirements for Purchases

1. All purchases must conform to all applicable state laws (see HCAA-E), including, but not limited to, laws prohibiting disclosure of confidential and proprietary information.
2. All parties involved in purchasing shall act in good faith, and purchases at all levels shall be made in a manner and form that permits the highest degree of fair competition possible.
3. All purchases must be documented through the purchase card (p-card) system, a purchase order, contract, invoice, or receipt. All records of purchases must be submitted to the Chief Procurement Officer.
4. All purchases made through the purchasing system must have budget appropriations adequate to cover the cost of such obligations. Purchases not meeting this criterion must be approved by the Board.
5. Prior to making a purchase, the purchaser shall check current inventories to ensure that the purchase is necessary and determine if the item can be obtained through existing cooperative purchasing agreements under NDCC 54-44.4-13 or federal agencies contracted under 21-06-08. Purchases made through such agreements are exempt from the procurement procedures contained in this policy.
6. Procurement requirements may not be artificially fragmented as to constitute a small purchase or to avoid competitive purchasing requirements. Artificial fragmentation means splitting purchase requirements or splitting an invoice to stay below a certain dollar level to avoid competition or stay within delegated authority limits. Fragmentation must be based on an actual need of the District, and documentation of this need shall be filed with the procurement officer.
7. If purchases are made using restricted funds (e.g., grant dollars), purchases must conform to any requirements associated with those funds.

**RECOMMENDED
COGNIA**

Descriptor Code: HCAA

8. This policy is not applicable to legal services or public improvement/construction purchases, which are covered by separate policies HCAB, HCAC, HCAD.
9. Purchases requiring contracts must comply with the contracting standards contained in this policy and in law.

Purchasing Authority Thresholds

The Chief Procurement Officer or designee shall evaluate the procurement needs and estimate the amounts to be purchased to ensure the appropriate purchasing authority threshold is followed. Estimated price may be based upon previous purchases, market research, a published price list, or asking a vendor for a budgetary estimate.

1. **P-Cards:** The Chief Procurement Officer is authorized to implement a purchase card system. While most purchases with p-cards shall conform to the purchasing standards contained in this policy, the Chief Procurement Officer is authorized to make exceptions to this policy as follows. The Chief Procurement Officer may issue cards to school staff not listed in this policy, ensuring that their cards have adequate spending caps in place given the nature of their positions and may waive specification and solicitation requirements for p-card purchases for items/services that are difficult or impossible to obtain through competitive purchasing (e.g., travel expenses). In addition to these p-card requirements, the Board has adopted a separate p-card policy, HCAG.
2. **Purchases less than \$10,000:** These purchases may be delegated by the Chief Procurement Officer to building-level administrators and Athletic Director. Purchasers shall obtain at least one fair and reasonable quote. To the extent feasible, the District must rotate vendors solicited on an equitable basis. The Board has developed criteria if multiple informal bids or proposals are necessary (HCAA-BR).
3. **Purchases \$10,000 to \$50,000:** These purchases may only be made by the Superintendent who shall develop specifications and solicit at least three vendors to submit oral or written informal bids or proposals. If receiving three bids or proposals is not feasible or practical, the purchaser shall document an explanation and file it with the Chief Procurement Officer who has authority to require the purchaser to seek additional solicitations. The Board has developed criteria for purchasers to evaluate informal bids or proposals (HCAA-BR).
4. **Purchases greater than \$50,000:** These purchases shall only be made in accordance with NDCC 15.1-09-34 and board policy HCAB.

Delegation of Purchasing Authority when Conflict of Interest Declared

In the event that an individual with purchasing authority has a conflict of interest under law, they shall contact the Chief Procurement Officer who shall appoint another qualified district employee without a conflict to oversee the procurement process of the good/service at issue.

Purchases Requiring Contracts

Any purchase requiring a contract with a vendor/seller shall be approved by the Board prior to execution. When a vendor/seller supplies the contract, the Chief Procurement

**RECOMMENDED
COGNIA**

Descriptor Code: HCAA

Officer or designee shall review and make recommendations to the Board prior to approval. Contracts for purchases/services of \$10,000 or more or contracts that contain the option for extension or renewals shall be reviewed by the district's legal counsel prior to board adoption.

Contracts shall be no longer than one year in term unless permitted by law and may contain options for renewals or extensions in accordance with law. The District shall not enter into contracts containing indemnity obligations on the part of the District and additional insured status when these clauses will benefit another party.

Unauthorized Purchases

Unauthorized purchases are prohibited by Policy DEBJ.

Complementary Documents

- DEBJ, Unauthorized Purchases
- HCAA-BR, Criteria for Evaluating Informal Bids or Proposals
- HCAA-E, Purchasing Laws for Schools
- HCAB, Bidding Requirements & Procedures
- HCAG, Purchase Cards
- HEAA, Line-Item Transfer Authority

End of Glen Ullin School District #48 Policy HCAA.....Adopted: 02/09/22

REGULATION

HCAA-AR - INFORMAL BIDS OR PROPOSALS PROCESS

This administrative rule serves as a guide on how to conduct informal bids or proposals. Informal bids or proposals mean those bids or proposals not required by law or other board policy, and when the estimated value of the purchase is less than \$50,000.

The Board delegates overall authority to the Chief Procurement Officer to oversee the informal bidding and proposal process. Informal bids or proposals shall be received in the manner specified by the chief procurement officer or designee. The Chief Procurement Officer or designee may, but is not required, to prepare bid or proposal specifications, advertise, notify the public, require sealed bids, or have a public bid opening.

Determination of Responsible Vendor

For the purpose of this regulation, a responsible vendor is determined based on investigation of financial responsibility, insurability, effective equal employment opportunity, capacity to produce, sources of supply, performance record in the business or industry, and other matters relating to the vendor's probable ability to deliver in the quantity and at the time required. The Chief Procurement Officer or designee may request submission of written statements from the bidder or other persons concerning any related matter to assist in this determination. The chief procurement officer or designee is authorized to determine if a vendor is responsible.

Preference to North Dakota Bidders

The District shall give preference to North Dakota bidders when purchasing any goods, merchandise, supplies, or equipment of any kind, or contracting to build or repair any building or other real property. The preference must be equal to the preference given or required by the state of the nonresident bidder.

Awarding Bids or Proposals

Awards are made to the responsible vendor with the lowest responsive bid or whose proposal is determined to be most advantageous. This determination shall be based upon evaluation criteria established by this policy except as otherwise indicated below.

Generally, the Chief Procurement Officer or designee shall use the following criteria and weights, and this information should be included in the informal bid or proposal specifications, if developed, unless otherwise provided by law.

1. Experience & Qualifications""30%
2. Quality of the Proposal""20%
3. Cost""50%

The Chief Procurement Officer may modify these criteria and weights in their discretion. If the Chief Procurement Officer designee deems modification of these criteria and weights necessary, they shall provide a written explanation to the chief procurement officer.

REGULATION

An award may be made to multiple vendors when it is determined to be in the best interest of the District to award multiple contracts to two or more responsive bidders of similar products or services. The intent of the award must be stated in the solicitation. A multiple award may be appropriate under circumstances in which more than one vendor is required to ensure adequate delivery, service, or product compatibility.

If only one responsive bid or proposal is received in response to solicitation, the procurement officer or designee may:

1. Make an award to the vendor upon determination that the specifications were not restrictive in accordance with applicable laws and district practices, other prospective bidders had a reasonable opportunity to respond, the bidder is responsible, and the price submitted is fair and reasonable;
2. Reject the bid or proposal and solicit new bids or proposals; or
3. Cancel the procurement.

If the price submitted is not fair and reasonable and there is no time for re-solicitation, or it is unlikely that re-solicitation will increase the number of bids or proposals, the Chief Procurement Officer or designee may award the contract to the sole responsive vendor.

Discussion, negotiations, and best and final offers may be requested for bids or proposals. The District shall make a contract award as soon as practical after the evaluation and determination of the received bids or proposals.

Rejection of Bids or Proposals

Any bid or proposal that does not meet the requirements of the solicitation, other than mistakes determined to be minor informalities, will be rejected.

If it appears to be in the best interest of the District, all bids or proposals may be rejected and invitations for bid or requests for proposal containing all the same or rewritten specifications, terms, and conditions may be issued. The Chief Procurement Officer or designee shall send a written notice to all the bidders stating the reason all bids and proposals were rejected. The rejected bids or proposals shall be retained in the procurement file in accordance with district retention requirements.

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

[06/22]

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EXHIBIT

HCAA-E - PURCHASING LAWS FOR SCHOOLS

NOTE: This exhibit addresses North Dakota state law only and does not contain laws related to public improvement/ construction, sale/lease of school property, cooperative purchasing, or any legal requirements under federal law and regulations.

BIDDING REQUIREMENTS

15.1-09-34. Contracts by school boards - Bids - Penalty.

1. Except as provided in this section, the board of a school district may not enter a contract involving the expenditure of an aggregate amount greater than fifty thousand dollars unless the school board has given ten days' notice by publication in the official newspaper of the district, received sealed bids, and accepted the bid of the lowest responsible bidder. This section does not apply to contracts for:

- a. The personal services of district employees.
- b. Textbooks and reference books.
- c. Articles not sold on the open market.
- d. Patented, copyrighted, or exclusively sold devices or features required to match articles already in use.
- e. Patented, copyrighted, or exclusively sold articles so distinctive that only one brand can be purchased.
- f. Building construction projects under chapter 48-01.2.
- g. School transportation services purchased under section 15.1-30-11.
- h. Vehicle fuel purchased under section 15.1-09-34.1.
- i. Heating fuel purchased under section 15.1-09-34.1.
- j. The purchase of a used motor vehicle, including a school bus, motorbus, or van, intended primarily for the transportation of students.
- k. Cooperative purchases with the office of management and budget under chapter 54-44.4.
- l. The purchase of products from prison industries under chapter 12-48.
- m. The purchase of products from work activity centers under chapter 25-16.2.
- n. Cooperative purchases made pursuant to a joint powers agreement under chapter 54-40.3.

- o. Building materials required for district students enrolled in a course to create home construction projects sold on the open market, the revenue of which is used to cover the cost of the building materials for use in the course.
- 2. For purposes of this section, a "used motor vehicle" means a motor vehicle that has been previously owned or leased and which has an odometer reading in excess of eighteen thousand miles [28967 kilometers].
- 3. A board member who participates in a violation of this section is guilty of a class B misdemeanor.

44-08-01.1. Bids to be sealed - Designation of time and place for opening "" Preference for tie bids.

Notwithstanding any other provisions of the North Dakota Century Code, the governing bodies of the political subdivisions of the state of North Dakota shall accept only sealed bids, whenever by law or administrative decision they are required to call for, advertise, or solicit bids for the purchase of personal property and equipment. Whenever a political subdivision of this state calls for, advertises, or solicits sealed bids, it shall designate a time and place for the opening of such bids. If all of the bids are not rejected, the purchase must be made from the bidder submitting the lowest and best bid meeting or exceeding the specifications set out in the invitation for bids. In the event that two or more bids contain identical pricing or receive identical evaluation scores, preference must be given to bids submitted by North Dakota vendors.

CONFLICT OF INTEREST LAWS AND PROPRIETARY INFORMATION

15.1-07-17. School district contracts - Conflict of interest - Penalty.

- 1. A school board member or other school officer who has a conflict of interest in any contract requiring the expenditure of school funds shall disclose the conflict to the board and may not participate in any discussions or votes regarding that contract without the consent of all other board members.
- 2. For purposes of this section, a conflict of interest means the personal, professional, or pecuniary interest of an individual, the individual's spouse or relative, or the individual's business or professional associate.
- 3. Any person who violates this section is guilty of a class A misdemeanor.

44-04-22. Conflict of interest law.

A person acting in a legislative or quasi-legislative or judicial or quasi-judicial capacity for a political subdivision of the state who has a direct and substantial personal or pecuniary interest in a matter before that board, council, commission, or other body, must disclose the fact to the body of which that person is a member, and may not participate in or vote on that particular matter without the consent of a majority of the rest of the body.

12.1-13-01. Disclosure of confidential information provided to government.

A person is guilty of a class C felony if, in knowing violation of a statutory duty imposed on him as a public servant, he discloses any confidential information which he has acquired as a public servant. "Confidential information" means information made available to the government under a governmental assurance of confidence as provided by statute.

12.1-13-02. Speculating or wagering on official action or information.

1. A person is guilty of a class A misdemeanor if during employment as a public servant, or within one year thereafter, in contemplation of official action by himself as a public servant or by a government agency with which he is or has been associated as a public servant, or in reliance on information to which he has or had access only in his capacity as a public servant, he:

- a. Acquires a pecuniary interest in any property, transaction, or enterprise which may be affected by such information or official action;
- b. Speculates or wagers on the basis of such information or official action; or
- c. Aids another to do any of the foregoing.

2. A person is guilty of a class A misdemeanor if as a public servant he takes official action which is likely to benefit him as a result of an acquisition of a pecuniary interest in any property, transaction, or enterprise, or of a speculation or wager, which he made, or caused or aided another to make, in contemplation of such official action.

3. An individual is immune from prosecution under this section if:

- a. The individual was a member of the legislative assembly at the time the official action was taken;
- b. The official action was a vote on a measure in the senate or house of representatives or a legislative committee; and
- c. The individual adhered to legislative conflict of interest rules requiring an individual to disclose a personal or private interest to the member's respective chamber of the legislative assembly, a legislative committee, the president of the senate, or the speaker of the house.

44-04-18.4. Confidentiality of trade secret, proprietary, commercial, and financial information.

1. Trade secret, proprietary, commercial, and financial information is confidential if it is of a privileged nature and it has not been previously publicly disclosed.

6. Unless made confidential under subsection 1 or made exempt under subsection 5:
- a. Bids received by a public entity in response to an invitation for bids by the public entity are exempt until all of the bids have been received and opened by the public entity.
 - b. Proposals received by a public entity in response to a request for proposals are records until a notice of intent to award is issued.

MOTOR VEHICLES

39-22-05.2. When bid bonds not required in bids to state or political subdivisions.

A person who submits a bid to the state, any of its agencies, or any of its political subdivisions to sell any type of motor vehicle is not required to submit a bidder's bond or a certified or cashier's check if that person is already bonded pursuant to section 39-22-05. If the buyer requires a performance bond, then within ten days of the awarding of the contract, the successful bidder shall submit a performance bond to the appropriate state agency or political subdivision in an amount equal to the contract price.

39-22-25. Direct manufacturer sales prohibited - Penalty.

A manufacturer or franchiser may not offer to sell directly or sell indirectly, any new motor vehicle to a consumer in this state, except through a new motor vehicle dealer holding a franchise for the line make covering the new motor vehicle. This section does not apply to manufacturer or franchiser sales of new motor vehicles to the federal government, charitable organizations, or employees of the manufacturer or franchiser. Any person violating this section is guilty of a class A misdemeanor.

Also see NDCC 15.1-09-33, 15.1-09-34, 15.1-09-34.1

NONDISCRIMINATION

14-02.4-01. State policy against discrimination.

It is the policy of this state to prohibit discrimination on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer; to prevent and eliminate discrimination in employment relations, public accommodations, housing, state and local government services, and credit transactions; and to deter those who aid, abet, or induce discrimination or coerce others to discriminate.

NORTH DAKOTA VENDOR AND VETERANS PREFERENCE

43-07-20. Employment preference in contract.

In all contracts, except those which involve federal-aid funds and when a preference or discrimination would be contrary to a federal law or regulation, hereafter let for state, county, city, school district, or township construction, repair, or maintenance work under any laws of this state, there shall be inserted a provision by which the contractor must give preference to the employment of bona fide North Dakota residents, as determined by section 54-01-26, with preference given first to honorably discharged disabled veterans and veterans of the armed forces of the United States, as defined in section 37-19.1-01, who are deemed to be qualified in the performance of that work. The preference shall not apply to engineering, superintendence, management, or office or clerical work.

No contract shall be let to any person, firm, association, cooperative, corporation, or limited liability company refusing to execute an agreement containing the aforementioned provisions.

44-08-01. Competitive Purchasing Required.

The office of management and budget, any other state entity, and the governing body of any political subdivision of the state in specifying or purchasing any goods, merchandise, supplies, or equipment, may not specify any trademarked or copyrighted brand or name, nor the product of any one manufacturer, nor any patented product, apparatus, device, or equipment, when the same will prevent proper competition, unless bidders also are asked for bids or offers upon other articles of like nature, utility, and merit. When it is advantageous that the purchase be of a particular brand of product or products of a particular manufacturer to the exclusion of competitive brands or manufacturers, the purchasing board or entity must document those circumstances and provide written justification for the proprietary specification or purchase. The purchasing board or entity shall procure the proprietary product through a competitive process unless the needed product is available exclusively from one source of supply or other circumstances exist under which competition can be waived.

44-08-02. Resident North Dakota bidder, seller, vendor, offeror, and contractor defined.

The term "a resident North Dakota bidder, seller, vendor, offeror, or contractor" unless the context clearly provides otherwise, means a bidder, seller, vendor, offeror, or contractor who has maintained a bona fide place of business within this state for at least one year prior to the date on which a contract was awarded.

PURCHASING AUTHORITY

- Bus storage: **15.1-09-45**
- Coal purchases: **48-05-02.1**

- Health insurance: **15.1-09-53**
- Real property, equipment, and other property and services: **15.1-09-33**
- School board members only have powers conferred on them by statute: *Pronovost v. Brunette*, 36 N.D. 288 (N.D. 1917)
- School officers may only exercise powers expressly or impliedly granted by statute: *Kretchmer v. Sch. Bd. of Dist. No. 12, Barnes Cnty.* 34 N.D. 403 (N.D. 1916); *Gillespie v. Common School District No. 8*, 56 N.D. 194 (N.D. 1927)
- Transportation services: **15.1-30-06, 15.1-30-11, and 15.1-30-12**
- Vehicle and heating fuel: **15.1-09-34.1**

DISBURSEMENT OF FUNDS

15.1-07-12. Negotiable instruments - Disbursement of moneys by business manager.

1. a. The board of a school district may adopt policies governing the disbursement of school district moneys by the business manager.
 - b. The policies adopted under subdivision a may include:
 - (1) The authorization, creation, and approval of negotiable instruments;
 - (2) The use of credit or debit cards;
 - (3) The payment of invoices;
 - (4) The use of petty cash;
 - (5) The use of electronic payments; and
 - (6) The use of facsimile signatures.
 - c. The policies adopted under subdivision a must include internal controls to safeguard school district moneys.
2. If the board of a school district has not adopted policies to govern the disbursement of school district moneys by the business manager, the business manager may disburse moneys only by issuance of a negotiable instrument upon presentation of a bill or invoice, the payment of which has been authorized by the president of the school board, and only if there are sufficient moneys available for the disbursement. Upon issuing a negotiable instrument, the business manager shall make a record of the instrument.

44-08-05.1. Payments - Purchasing card authority - Penalty.

1. Any public officer or employee who has the power to approve a payment for travel expenses or any other expenditure of public funds shall determine before approving the payment:

- a. That the expenditure for travel or other expenditures were for lawful and official purposes.
- b. If for employee travel reimbursement, the sums claimed for travel expenses are actually due the individual who is seeking reimbursement, allowance, or payment.
- c. If the payment is for expenditure other than travel expense, that the expenditure is lawful and that the payment contains no false claims.

2. The director of the office of management and budget, the state board of higher education, the governing body of any political subdivision, and the board of any school district may establish and administer a purchasing card system for use by its officers, employees, representatives, or agents. If the director of the office of management and budget establishes a cooperative purchasing contract under section 54-44.4-13, each participating government entity is responsible for its purchasing card system.

3. An employee of the office of management and budget designated by the director of the office of management and budget, on behalf of all state agencies, may review and approve payments made with a purchasing card and make payments. The director of the office of management and budget may designate the state agencies that are required to use the purchasing card system.

4 Any public officer or employee who fraudulently uses a purchasing card or knowingly approves a payment for false or unlawful claims or which does not otherwise meet the requirements of this section for approval may be subject to criminal prosecution under title 12.1. Any public officer or employee who, without the use of ordinary care and diligence, uses a purchasing card or approves a payment for false or unlawful claims or which does not otherwise meet the requirements of this section for approval is personally liable for any funds improperly expended.

5. Any public officer, employee, or any other individual who has knowledge of an actual or possible violation of this section may make that information known to the attorney general or the appropriate state's attorney. The attorney general or appropriate state's attorney shall investigate any alleged violation. If there is probable cause to believe that a violation has occurred, the attorney general or appropriate state's attorney shall initiate a criminal prosecution under title 12.1 or a civil suit against the public officer or employee for the recovery of the funds as may actually have been improperly paid, or may initiate a prosecution and a civil suit. Any public officer, employee, or any other individual who has provided information to the attorney general or a state's attorney under this

subsection shall keep the information confidential until a determination is made as to whether a criminal prosecution is warranted.

REWARDS FROM VENDORS PROHIBITED

15.1-07-18. Offer of reward - Purchase of school supplies - Penalty.

It is a class A misdemeanor for any person to give or offer to a county superintendent of schools, a school board member, or a school district employee a commission, fee, or other reward for the purchase by the district of any textbooks, furniture, or school supplies.

15.1-07-19. Reward for purchase of school supplies - Penalty.

It is a class B misdemeanor for a county superintendent of schools, a school board member, or a school district employee to accept a commission, fee, or other reward for the purchase by the district of any textbooks, furniture, or school supplies.

End of [Name of District] Exhibit HCAA-E

[01/26]

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ICCB--DISPOSAL OF SCHOOL EQUIPMENT AND SUPPLIES

MEMBER REQUESTED

ICCB - DISPOSAL OF SCHOOL EQUIPMENT AND SUPPLIES

Effective use of school building space, and consideration for the safety of personnel and students, will at times require disposal of surplus or obsolete equipment and material. The Board will dispose of surplus or obsolete equipment, materials, and supplies no longer required to accomplish the mission of the school system as outlined herein.

The building principal or person in charge of the department where such school property is located will inform the Superintendent of the availability of the property. The Superintendent shall inform the Board of the property available for disposal.

The Superintendent shall post a listing of all property available for disposal throughout the District. Any department or building in the District that can use such equipment or supplies may request the material. Reassignment of the property will be made by the Superintendent.

Those items not requested by other District departments or buildings will be disposed of as follows:

1. Items having minimal or no resale value may be offered without cost to charitable and civic organizations or disposed of by the most efficient method by the Superintendent or a designee. When such a donation or disposal is made, the organization receiving the donated or disposed of property must pay all costs associated with the donation or disposal of the obsolete property, including, but not limited to, any costs associated with loading or unloading the property, shipping the property, storing the property, and/or insuring the property.
2. Items having resale value may be sold to the highest bidder either through sealed bids, at auction, or through another form of public sale. The Superintendent shall establish procedures for the sale. All items for sale shall be advertised.
3. Items may be sold through private sale if the District deems it appropriate
4. Property the District purchased through federal funds may be disposed of only in accordance with policy HBAA (Federal Fiscal Compliance) and in accordance with post federal award requirements.

Recordkeeping

The District shall maintain records of all transactions related to the sale, donation, or disposal of items in accordance with applicable record retention policies. The Board shall be given a list of all items disposed of either through sale or donation.

Use of Sale Proceeds

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The Proceeds from the lease, rental, or sale of real property shall be deposited into the District's general fund.

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

- HBAA, Purchasing

End of Glen Ullin Policy ICCB Adopted:

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RECOMMENDED

KAAA – VISITOR ACCESS AND COMMUNICATIONS IN THE SCHOOLS

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Definitions

This policy defines the following:

- School property is defined in NDCC 15.1-19-10(6)(c) 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.
- Visitors are defined as any individual who is on school property and is not acting in the capacity of a student, district employee, or district board member. Visitors may include parents, contractors, vendors, service providers, and any other member of the public.

School Property Oversight & Visitor Access

The Board maintains custody and control of all school property under N.D.C.C. § 15.1-09-33 (2) and delegates to the Superintendent the oversight authority over school property and visitor access and appropriate communication procedures in accordance with the Superintendent's duties to supervise the general operations of the District in accordance with N.D.C.C. § 15.1-14-01. The Superintendent may develop regulations and rules regarding visitor pre-authorization requirements, check-in procedures, expected communications, safeguards, limitations, and restrictions to support this policy.

Visitor Expectations

The Board encourages parents and community members to interact with the District and attend Board meetings to become better informed about school operations the District's education goals and. State law requires public schools to be "free, open, and accessible at all times to any child" in accordance with N.D.C.C. § 15.1-06-01, with limitations as allowed under N.D.C.C. ch. 15.1-19 or other applicable law. Access to school property as a "visitor" is a privilege granted by the District in the best interest of the educational environment and only as authorized under the law.

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Because schools are places of work and learning, visitors shall observe the following requirements when visiting district schools, which are created to ensure the educational environment is not disrupted;

1. Visitors shall comply with applicable state law and district policy/regulations while on school property. No person shall enter school property in violation of a court order, in violation of the law, for unlawful purposes, or for purposes unauthorized by the Board or administration. The District will comply with and make appropriate reports in accordance with state law on willful disruption of schools. See N.D.C.C. § 15.1-06-16 (prohibiting any person from (1) willfully disturbing a public school in session; (2) willfully interfering with or interrupting the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or (3) rebuking, insulting, or threatening a teacher in the presence of a student). The Superintendent shall make a reasonable effort to keep the public

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RECOMMENDED

informed about district policies pertaining to visitors such as, but not limited to, drug, alcohol, and tobacco use; weapons prohibition; sexual offenders; patron and personnel grievances; violent and threatening behavior; and other policies designed to maintain order and acceptable standards of conduct on school property;

2. Visitors are prohibited from engaging in disruptive conduct that is interfering or interrupting the orderly operation/management of the District, or that is insulting, harassing, or threatening toward district personnel or students. Visitors who engage in such conduct (verbally and/or in writing) may immediately be asked to leave school property, have communications monitored appropriately, and may be subject to safeguards, limitations, or restrictions on future visitor access to school property and communications with district personnel and students;
3. Solicitors are not permitted on school property except when authorized in accordance with state law and/or applicable district policy;
4. Visitors shall be prohibited from videotaping and/or otherwise electronically recording district students and staff at any time on school property. This prohibition includes, but is not limited to, parent-teacher meetings, parent-administrator meetings, and any meetings related to student education records and personal identifiable information (PII), unless there is an authorized exception under the law. Special education meetings in which the District has authorized school personnel to record the meeting so parents can have meaningful access and communication under the IDEA or other applicable law is an exception under this policy. The District will create, maintain, and control any authorized recording that is a student education record. This policy does not apply to visitors electronically recording school-sponsored events not governed by copyright laws and non-school-sponsored activities and events held on school property. The District may also create an exception to this policy for members of the press; and
5. Any visitors allowed in classrooms or allowed to participate in education-related activities sponsored by the District must receive pre-authorization from administration. Authorization will not be granted for visitors to evaluate teachers, teaching methods, or curriculum. Visitors must abide by the District's policies and regulations protecting students education records and privacy under the Family Education and Privacy Rights Act (FERPA).

Private tutors, contractors, authorized volunteers, or other outside parties providing services to students may be allowed on school property for the purpose of providing those limited services to students. Such visitors shall observe the same requirements as any other visitor when visiting district schools.

Sexual offenders as defined under N.D.C.C. § 12.1-20-25 are denied visitor access to school property unless authorized under the law or district policy. Visitors seeking access to school property who do not meet the legal definition of "sexual offender" but have pled guilty or been found guilty of a misdemeanor offense under N.D.C.C. ch. 12.1-20 (Sex Offenses) may be restricted, limited, or denied access to school property when the health and/or safety of students and/or staff may be at risk as determined by the Superintendent.

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Policy Violations

RECOMMENDED

Individuals who violate any portion of this policy or applicable administrative regulations may receive notice that they are in violation of a district policy/regulation and may be asked by the Superintendent, building principal, or designee to leave school property property and follow administrative directives regarding future communications and meetings. The Superintendent, building principal, or designee may implement set perimeters for school property access and communications for visitors who repeatedly violate district policy/regulations or willfully disrupt school operations to leave school property. If an individual refuses to leave when asked, school administration shall seek the assistance of law enforcement to remove the individual from school property. At all times, the District reserves the right to limit or restrict an individual's ability to access school property and/or communicate directly with district personnel if their conduct is in violation of this policy.

The Superintendent may periodically request a summary as to number and frequency of parent and citizen visits, which in turn will be reported to the Board.

Complementary Documents

- ABBA, North Dakota's Comprehensive Model School Policy for Tobacco Use
- ACCA, Sexual Offenders on School Property
- ACCA-BR, Criteria for Granting Parent Offenders Privileges to Enter School
- DEAA, Drug and Alcohol-Free Workplace
- FFA, Student Alcohol and Other Drug Use/Abuse
- HCBB, Sales Calls and Demonstrations
- KAAA-AR, Visitors in Schools Regulations
- KAAB, School Volunteer Program
- KACB, Complaints about Personnel
- KACA, Patron Complaints
- KADA, Weapons Prohibitions on School Property - Public
- KBA, Relations with the News Media

End of Glen Ullin School District #48 Policy KAAA.....Amended: 08/16/23

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REGULATION

KAAA-AR - VISITORS IN SCHOOLS REGULATIONS

Since schools are a place of work and learning, certain limits apply to visitors who enter onto school property. For these reasons, the following regulations apply to visitors to the school:

1. Anyone who is not a regular staff member, volunteer, school board member, or student of the school will be deemed a "visitor". Visitors may include parents, contractors, vendors, services providers, and any other member of the public.
2. Visitors to the school during the designated school day must report to the administrative office upon arrival. Visitors are required to sign in and out of the building using the Visitor Management System, or as otherwise directed, and to wear a visitor identification tag at all times while in the school or on school property. Administrators shall ensure that signs are posted at every entrance to the school to notify visitors of this requirement.
3. Visitors attending school functions that are open to the public, such as parent-teacher meetings, conferences, school programs, assemblies, graduations, and athletic and other extracurricular events, are not required to follow the sign in/out procedures identified above.
4. When parents or other visitors are invited to attend or volunteer with a special event in a classroom while school is in session, the classroom teacher(s) shall notify the building principal and seek prior approval. The approval of such visits is at the discretion of the building principal.
5. Young children who are not students in the District are not to be brought on school property during the school day without administrative approval.
6. Students will not be permitted to bring brothers and sisters to school during the school day who are not enrolled in the District except for special programs specified by the teacher.
7. A request by a parent/guardian to have an outside, non-school based provider visit the school to work with their child during the designated school day shall be prohibited unless provided for by the student's individualized education program (IEP), Section 504 plan, individual health plan, or another plan or program identified under the law. Private tutors may be allowed on school property for the purpose of providing tutoring services to students.
8. The building principal reserves the right to limit or schedule classroom visits or visitors to avoid disruption to the educational program, normal operation of the classroom and school while also ensuring the safety, security, and privacy of students.
9. Administration reserves the right to ask a visitor to leave school property and to limit or restrict an individual's ability to visit school property and/or communicate directly with district personnel when their conduct is in violation of district policy or state or federal law.

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10. Teachers are not expected to take class time to discuss individual matters with visitors, including parents. Parents or visitors who wish to discuss a matter with a teacher or employee are encouraged to do so by appointment, pre-arranged phone call, or email. Teachers may discuss individual student matters and education records only with the parents/guardians of the student in question, in accordance with FERPA regulations. School staff are not authorized to answer administrative and school board-level questions or serve as a spokesperson on behalf of the District unless they have received prior authorization from the Superintendent or the Board.
11. Staff members may receive visitors in the staff lounge during a duty-free lunch hour or after work hours but not during the school day or during instructional time.

End of Glen Ullin Administrative Regulation KAAA-AR

[04/26]

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Superintendent

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office@glenullinbearcats.org

Kayla Schumacher
Business Manager

July 20-2026

July School Board Meeting Superintendent Report

- 1. Emergency Funding for Infinite Campus Implementation:** The State has allocated \$4,100 to Glen Ullin School for Overtime and and extra expenditures to implement the Infinite Campus transition from PowerSchool. This will cover maybe 1/3 to 1/2 of the actual costs, but it is better than a poke in the eye.
- 2. Infinite Campus Transition:** We are progressing well. We are definitely ahead of most schools that I have had communication with. With that said, will we be ready for a full roll out in Aug? Probably not, but we will continue to work through all necessary steps as time allows. I also want to add, this is not the fault of any of our staff. This roll out has been fraught with issues at the state level since we started the process last fall. It will not be a GU exculsive issue if we are not fully operational this fall. In hindsight, the state is probably regretting not starting it 6-10 months earlier to ensure everything was operational for all districts for this fall. Again, I am happy with our progress in GU and especially the work Shelly, Kenzi and Janell have completed. They have done an immense amount of work this Winter, Spring, and Summer to have us as ready as we can be and I want to recognize their hardwork and efforts. It will be change and I expect that our staff will feel some growing pains of this transition along with parents. The key is to move forward with a good attitude and expect the unexpected and to roll with the challenges as they occur and as they are fixed both locally and at the state level. We'll be ok and in the end we will have a much more efficient and better student information system than PowerSchool ever was. Look for more updates as we progress.
- 3. Fiscal:** We are in a very good place fiscally. I have shared several updates concerning the first audit coming in July, and our bottom line with all of our funds. I will begin work on an updated fiscal strategic plan as soon as the annual meeting is completed. I expect us to be able to continue doing great things to support the most important input investments to ensure we are supporting improving student outcomes and also to catch up on building and transportation capital assets.
- 4. Activities Coop:** Everything looks ready for this fall. I am beyond thrilled with the work Jerome, Amore, and Janell have put into the COOP organization. Again, this is new for 26-27 and we will have challenges come up, but it won't be for lack of effort and good communication. We will tackle those issues as they are discovered and we will resolve them in quick order. Another issue that will no doubt come up this year, will be conversation about going back to the Rattler mascot. I am neutral with no horse in the race

on this topic and will follow the counsel provided by the Board and Community. I bring this up only to add, that I do have expectations that we will follow a best practice process to include community, parents, students, and staff input and that it is conducted carefully and respectfully with all voices heard before making any decisions. I also recommend a timeline to start those conversations in the late winter at the earliest so we can focus on student outcome work first before taking on this task. There will be an appropriate time and place for this conversation, but I do not believe it is in the first half of this school year as we have higher priorities related to school improvement and improving student learning outcomes.

5. Grants:

- We have applied for a ND Dept of HHS Rural Health Equipment grant in the amount of \$11,000.

- There are going to be more great opportunities through the Dept of HHS. Look for updates as they come out this school year.

- We have applied for the Continental Resources Funding our Future Grant for a new Plasma Cutter for the Industrial Tech Classroom. This would be a great upgrade and provide our student access to state of the art CTE technology.

- Heart River CTE, Zach Krien, and myself are working on a \$35,000 grant to acquire a new dust collection system for the Industrial Tech Classroom through Lowe's and Bis-Man Contractors. This would make for a heck of an upgrade in the shop and provide a much cleaner and safer environment for our students.

- Dr. Olson is working on a playground equipment grant. We have also had informal conversations with Mortenson to help us with volunteer time and excavation equipment resources to install this equipment if we are awarded this grant. Mortenson staff have informed me that is a common practice for them to give back to the communities that they work in and are excited to be of service if the grant is awarded.

Update of activities performed

- School does not have hot water at this time. The motor that pumps hot water into a hot water storage reservoir stopped working and is now on order. Hoping to receive part at HA Thompson within next week or two.
- We have been cleaning all rooms.
- We've been taking buses to both Rud, in New Salem, and Harlow's, in Bismarck, for the DOT inspection and repair of any damaged parts. We now have A/C in both little white buses. Nancy's bus, Bearcat 1, has had multiple issues. The engine light has been coming on numerous times throughout last year and Harlow diagnosed a programming program which they stated they repaired. We Got the bus back and it sat for about 2 weeks and it was used to transport summer blast kids to the pool in Beulah. On the return back to Glen Ullin the engine light came back on so we took it back to Harlow's again, waiting for a response back from them.
- We will be taking the electric bus to Harlow's soon for the DOT inspection and to see if they can determine the cause of an error message that appears on the dash after starting the vehicle. The message states an open on # 3, the message goes away and we don't seem to have any drivability issues at this time.
- Cutting the grass on school grounds, not needed much lately due to lack of moisture. The only thing growing now are the weeds. Sprayed for weeds on the concrete and around playground equipment.

Fund	Jun-24	Jun-25	Y to Y Diff.	May-26	Jun-26	M to M Diff.
Fund 1-General Fund	\$1,031,082.22	\$1,108,476.60	\$77,394.38	\$1,429,649.21	\$1,288,690.41	-\$140,958.80
Fund 5-Food Service Fund	\$0.00	\$11,943.03	\$11,943.03	-\$84,644.47	-\$90,718.88	-\$6,074.41
Fund 6-Student Activities	\$63,427.72	\$98,246.27	\$34,818.55	\$65,435.14	\$60,072.39	-\$5,362.75
All Glen Ullin Public School Assets	\$1,094,509.94	\$1,218,665.90	\$124,155.96	\$1,410,439.88	\$1,258,043.92	-\$152,395.96

Fund	Jun-25	Jun-26	Y to Y Diff.
Fund 1-General Fund	\$1,108,476.60	\$1,288,690.41	\$180,213.81
Fund 5-Food Service Fund	\$11,943.03	-\$90,718.88	-\$102,661.91
Fund 6-Student Activities	\$98,246.27	\$60,072.39	-\$38,173.88
Reserve Fund (Unnamed Right Now) CD's	\$365,704.57	\$381,573.21	\$15,868.64
All Glen Ullin Public School Assets	\$1,218,665.90	\$1,639,617.13	\$420,951.23

Glen Ullin Public School CD's

Glen Ullin Public School CD Balances as of 06/30/2025	
CD #.....5735*	\$143,297.59
CD #.....9233*	\$55,601.75
CD #.....9257*	\$55,601.75
CD #.....9260**	\$55,601.75
CD #.....9263***	\$55,601.73
	\$365,704.57

*transferred to CD #.....1159
**transferred to CD #.....1134
***transferred to CD #.....3289

Glen Ullin Public School CD Balances as of 06/30/2026	
CD #.....1159	\$266,463.80
CD #.....2134	\$57,561.62
CD #.....3289	\$57,547.79
	\$381,573.21

These assets are confirmed on 7-16-2026 as not being part of our General Fund balance by Point CPA.

And confirmed by Nicole Wetzel, Branch Manager, Dakota Community Bank and Trust, Glen Ullin on 7-21-2026

01 General Fund

REVENUE	21-22	24-25 Actual	25-26 Proposed	25-26 Actual	26-27 Proposed
01 000 1110	GENERAL FUND LEVY	\$ 995,782.84	\$ 894,810.77	\$ 1,019,185.48	\$ 912,706.99
01 000 1138	MISCELLANEOUS FUND LEVY	\$ 169,863.48	\$ 153,399.13	\$ 159,590.28	\$ 156,507.11
01 000 1192	PENALTY & INTEREST	\$ -	\$ -	\$ -	\$ -
01 000 1210	ELEC GENERATION,DISTRIB & TRANS	\$ 411,196.27	\$ 537,000.00	\$ 486,345.52	\$ 486,345.52
01 000 1220	TELECOMMUNICATIONS	\$ 15,423.76	\$ 13,000.00	\$ 14,989.57	\$ 13,000.00
01 000 1230	TAX CREDITS REIMBURSED/STATE	\$ 2,720.61	\$ -	\$ -	\$ -
01 000 1290	OTHER REVENUE/IN LIEU OF PROPERTY TAX	\$ 2,045.00	\$ -	\$ 2,500.00	\$ 2,500.00
01 000 1310	REGULAR PROGRAMS	\$ -	\$ -	\$ -	\$ -
01 000 1311	PRESCHOOL TUITION	\$ 1,500.00	\$ -	\$ -	\$ -
01 000 1312	STUDENT TUITION FROM OTHER SCHOOLS	\$ 6,728.64	\$ 5,000.00	\$ -	\$ -
01 000 1322	IN-STATE HANDICAP	\$ -	\$ -	\$ -	\$ -
01 000 1340	SUMMER SCHOOL FEES	\$ 290.00	\$ 1,200.00	\$ 1,300.00	\$ 1,200.00
01 000 1510	INTEREST	\$ 12,867.78	\$ 12,000.00	\$ 11,913.13	\$ 12,000.00
01 000 1520	ATM FEES	\$ 298.50	\$ 200.00	\$ 343.50	\$ 350.00
01 000 1990	OTHER LOCAL/MISCELLANEOUS INCOME	\$ 31,777.55	\$ 20,000.00	\$ 74,516.56	\$ 75,000.00
01 000 2220	COAL SEVERANCE	\$ 74.04	\$ -	\$ -	\$ -
01 000 2230	COAL CONVERSION	\$ -	\$ -	\$ -	\$ -
01 000 2901	TELECOMMUNICATIONS TAX	\$ -	\$ -	\$ 24,384.48	\$ 20,000.00
01 000 3110	FOUNDATION AID PAYMENT	\$ 1,215,917.22	\$ 1,273,320.19	\$ 1,352,025.02	\$ 1,416,913.61
01 000 3130	TRANSPORTATION AID	\$ 91,294.56	\$ 102,141.00	\$ 91,294.56	\$ 73,184.41
01 000 3200	SPECIAL EDUCATION PAYMENT	\$ 1,666.66	\$ -	\$ -	\$ -
01 000 3300	VOCATIONAL PROGRAM AID	\$ -	\$ -	\$ 31,703.56	\$ 30,000.00
01 000 3410	STATE SPECIAL E(MORTON SIOUX SPEDED	\$ 3,333.34	\$ 5,000.00	\$ 2,172.16	\$ 2,000.00
01 000 3420	RAC TC VO ED JT AGREEMENTS	\$ 88,146.78	\$ 60,000.00	\$ 35,450.62	\$ 35,000.00
01 000 3900	STATE GRANT	\$ 22,000.00	\$ -	\$ -	\$ -
01 000 3910	STATE ERGO GRANT	\$ -	\$ -	\$ 2,172.19	\$ -
01 000 5200	INTRA FUND TRANSFER	\$ -	\$ -	\$ 705.45	\$ -
01 068 4510 2024	TITLE I	\$ -	\$ 23,811.86	\$ 24,899.86	\$ -
01 068 4510 2025	TITLE I	\$ 117,449.14	\$ 45,361.00	\$ 47,678.34	\$ -
01 068 4510 2026	TITLE I	\$ -	\$ -	\$ -	\$ 42,298.00
01 000 4517	TITLE II A	\$ 659.59	\$ -	\$ -	\$ -
01 000 4525	TITLE IV STUDENT	\$ 403.89	\$ -	\$ -	\$ -
01 082 4517 2023	Title V TRANSFERRABILITY	\$ -	\$ 21,862.00	\$ -	\$ -
01 082 4517 2024	Title V TRANSFERRABILITY	\$ -	\$ 21,602.00	\$ -	\$ -
01 082 4517 2025	Title V TRANSFERRABILITY	\$ -	\$ 23,673.00	\$ 20,866.50	\$ -
01 082 4517 2026	Title V TRANSFERRABILITY	\$ -	\$ -	\$ -	\$ 20,362.00
01 082 4527 2024	Title V TRANSFERRABILITY	\$ -	\$ -	\$ 21,919.00	\$ -
01 082 4527 2025	Title V TRANSFERRABILITY	\$ -	\$ -	\$ 21,545.00	\$ -

01 000 4532	BIC PRE-K PROGRAM	\$	34,500.00	\$	-	\$	-	\$	60,000.00
01 000 4545	CARL PERKINS GRANT(FED)	\$	4,573.00	\$	-	\$	-	\$	-
01 000 4550	CHILD NUTRITION PROGRAM FFV Program	\$	3,556.90	\$	-	\$	-	\$	-
01 089 4590 2023	TITLE V-SRSA/REAP	\$	-	\$	11,410.00	\$	11,410.00	\$	-
01 089 4590 2024	TITLE V-SRSA/REAP	\$	-	\$	9,716.00	\$	9,716.00	\$	-
01 089 4590 2025	TITLE V-SRSA/REAP	\$	-	\$	7,494.00	\$	7,494.00	\$	-
01 089 4590 2026	TITLE V-SRSA/REAP	\$	-	\$	-	\$	-	\$	7,013.00
01 000 4912	PRESCHOOL TUITION	\$	-	\$	-	\$	-	\$	-
01 000 4920	RATC VOCA ED JOINT AGREEMENT	\$	33,936.04	\$	-	\$	-	\$	-
01 000 5200	INTERFUND TRANSFER	\$	-	\$	-	\$	-	\$	-
01 000 5201	SAVINGS TRANSFER	\$	-	\$	-	\$	-	\$	-
01 000 5400	REFUND OF PRIOR YEAR EXPENDITURES	\$	9,055.32	\$	-	\$	-	\$	-
01 112 4590	ESSER III	\$	65,507.60	\$	-	\$	-	\$	-
01 200 4590	BE LEGENDARY GRANT	\$	-	\$	12,000.00	\$	14,000.00	\$	-
	REVENUE TOTAL	\$	3,342,568.51	\$	3,254,000.95	\$	3,490,120.78	\$	3,366,380.64
01 000 000 000 2310 120	BUSINESS MANAGER	\$	51,926.59	\$	43,264.00	\$	45,017.00	\$	50,148.80
01 000 000 000 2310 130	OFFICE STAFF-Kenzi and Janell	\$	14,143.00	\$	51,198.00	\$	62,518.90	\$	56,980.00
01 000 000 000 2310 210	BENEFITS	\$	30,867.30	\$	44,510.24	\$	41,716.63	\$	45,130.00
01 000 000 000 2310 220	SOCIAL SECURITY	\$	8,795.18	\$	7,226.35	\$	11,875.95	\$	8,185.35
01 000 000 000 2310 230	RETIREMENT	\$	6,344.56	\$	7,802.56	\$	9,434.00	\$	9,170.22
01 000 000 000 2310 250	UNEMPLOYMENT COMPENSATION	\$	-	\$	-	\$	-	\$	10,000.00
01 000 000 000 2310 260	WORKMEN'S COMPENSATION	\$	-	\$	-	\$	-	\$	-
01 000 000 000 2310 310	OFFICIAL/ADMIN. SERVICES	\$	12,680.00	\$	250.00	\$	-	\$	-
01 000 000 000 2310 330	OTHER PROFESSIONAL SERVICES	\$	119,398.52	\$	55,000.00	\$	55,641.35	\$	60,000.00
01 000 000 000 2310 520	INSURANCE	\$	29,204.00	\$	30,000.00	\$	57,053.00	\$	30,000.00
01 000 000 000 2310 531	BOARD COMMUNICATION	\$	-	\$	1,200.00	\$	500.00	\$	500.00
01 000 000 000 2310 541	ADVERTISING	\$	1,442.49	\$	1,800.00	\$	2,635.19	\$	2,500.00
01 000 000 000 2310 542	PUBLISHING MINUTES	\$	3,409.78	\$	3,500.00	\$	2,476.56	\$	2,500.00
01 000 000 000 2310 580	TRAVEL	\$	1,726.87	\$	1,500.00	\$	1,217.00	\$	1,300.00
01 000 000 000 2310 610	SUPPLIES AND MATERIALS	\$	422.79	\$	2,000.00	\$	5,408.79	\$	5,500.00
01 000 000 000 2310 734	EQUIPMENT	\$	3,156.00	\$	3,000.00	\$	8,035.93	\$	5,000.00
01 000 000 000 2310 810	DUES AND FEES	\$	3,098.76	\$	5,000.00	\$	33,875.27	\$	27,000.00
01 000 000 000 2320 110	SUPERINTENDENT SALARY	\$	83,336.68	\$	121,510.24	\$	124,041.69	\$	125,510.24
01 000 000 000 2320 120	SECRETARIAL STAFF	\$	54,320.91	\$	-	\$	6,446.15	\$	-
01 000 000 000 2320 210	BENEFITS	\$	14,265.95	\$	1,200.00	\$	85.36	\$	1,200.00
01 000 000 000 2320 220	SOCIAL SECURITY	\$	11,519.95	\$	9,295.53	\$	9,962.07	\$	9,601.53
01 000 000 000 2320 230	RETIREMENT	\$	13,744.00	\$	15,492.56	\$	15,568.10	\$	22,399.84
01 000 000 000 2320 320	PROFESSIONAL ED SERVICES	\$	-	\$	-	\$	-	\$	-
01 000 000 000 2320 532	POSTAGE	\$	31.73	\$	500.00	\$	115.37	\$	-
01 000 000 000 2320 580	TRAVEL	\$	-	\$	2,000.00	\$	438.49	\$	1,000.00

01 000 000 000 2320 610	SUPPLIES AND MATERIALS	\$	1,263.90	\$	1,500.00	\$	-	\$	1,000.00
01 000 000 000 2320 734	EQUIPMENT	\$	95.82	\$	2,000.00	\$	1,603.93	\$	500.00
01 000 000 000 2320 810	DUES AND FEES	\$	965.00	\$	2,000.00	\$	1,708.50	\$	2,000.00
01 000 000 000 2500 610	SUPPLIES AND MATERIALS	\$	-	\$	8,000.00	\$	9,528.85	\$	9,000.00
01 000 000 000 2500 810	DUES AND FEES	\$	-	\$	2,700.00	\$	2,651.00	\$	2,700.00
01 000 000 000 2600 100	SALARIES-Maintenance	\$	164,606.72	\$	145,267.20	\$	107,802.16	\$	149,179.20
01 000 000 000 2600 110	SALARIES-Maintenance	\$	-	\$	-	\$	53,828.99	\$	-
01 000 000 000 2600 210	BENEFITS	\$	40,134.59	\$	44,510.24	\$	39,635.19	\$	45,130.00
01 000 000 000 2600 220	SOCIAL SECURITY	\$	12,767.83	\$	11,112.94	\$	12,179.61	\$	11,412.21
01 000 000 000 2600 230	RETIREMENT	\$	12,581.32	\$	11,999.07	\$	14,842.03	\$	12,769.74
01 000 000 000 2600 310	OFFICIAL/ADMIN. SERVICES	\$	-	\$	-	\$	817.38	\$	800.00
01 000 000 000 2600 330	OTHER PROFESSIONAL SERVICES	\$	1,717.79	\$	1,800.00	\$	60.00	\$	180.00
01 000 000 000 2600 411	WATER AND SEWER	\$	4,054.03	\$	5,000.00	\$	4,237.84	\$	4,400.00
01 000 000 000 2600 421	DISPOSAL SERVICES	\$	3,463.80	\$	4,000.00	\$	3,526.40	\$	3,700.00
01 000 000 000 2600 422	SNOW REMOVAL	\$	-	\$	1,500.00	\$	-	\$	1,500.00
01 000 000 000 2600 430	REPAIRS	\$	3,462.59	\$	3,500.00	\$	2,212.97	\$	2,000.00
01 000 000 000 2600 440	RENTALS	\$	215.00	\$	500.00	\$	268.75	\$	500.00
01 000 000 000 2600 450	CONSTRUCTION SERVICES	\$	250.00	\$	-	\$	-	\$	-
01 000 000 000 2600 520	INSURANCE	\$	-	\$	-	\$	-	\$	-
01 000 000 000 2600 531	TELEPHONE	\$	3,673.53	\$	3,800.00	\$	1,562.25	\$	1,700.00
01 000 000 000 2600 610	SUPPLIES AND MATERIALS	\$	8,093.14	\$	9,200.00	\$	18,505.21	\$	17,000.00
01 000 000 000 2600 621	NATURAL GAS	\$	20,529.94	\$	25,000.00	\$	21,428.82	\$	24,000.00
01 000 000 000 2600 622	ELECTRICITY	\$	32,190.75	\$	34,000.00	\$	28,019.47	\$	30,000.00
01 000 000 000 2600 626	GASOLINE	\$	213.94	\$	1,000.00	\$	150.46	\$	500.00
01 000 000 000 2600 710	LAND AND SITE IMPROVEMENT	\$	-	\$	-	\$	-	\$	-
01 000 000 000 2600 734	EQUIPMENT	\$	-	\$	200.00	\$	-	\$	200.00
01 000 000 000 2600 810	DUES and FEES	\$	-	\$	1,300.00	\$	1,302.25	\$	1,500.00
01 000 000 000 2700 100	SALARIES-Transportation-Route Drivers	\$	39,103.84	\$	48,809.25	\$	32,983.12	\$	33,516.00
01 000 000 100 2700 100	SALARIES FOR E/C BUS DRIVERS	\$	14,059.00	\$	16,000.00	\$	11,355.00	\$	11,000.00
01 000 000 100 2700 101	SALARIES FOR E-C VAN DRIVERS	\$	12,112.00	\$	13,000.00	\$	14,995.00	\$	14,000.00
01 000 000 100 2700 220	SOCIAL SECURITY	\$	-	\$	-	\$	1,836.78	\$	1,800.00
01 000 000 000 2700 210	BENEFITS	\$	6,028.09	\$	-	\$	313.21	\$	350.00
01 000 000 000 2700 220	SOCIAL SECURITY	\$	2,915.21	\$	3,733.91	\$	2,521.02	\$	2,563.97
01 000 000 000 2700 230	RETIREMENT	\$	2,063.62	\$	2,031.64	\$	81.25	\$	2,868.97
01 000 000 000 2700 430	REPAIRS	\$	10,011.76	\$	30,000.00	\$	44,243.45	\$	38,000.00
01 000 000 000 2700 438	VEHICLE SERVICE	\$	-	\$	-	\$	1,033.45	\$	1,000.00
01 000 000 000 2700 520	INSURANCE	\$	-	\$	-	\$	-	\$	-
01 000 000 000 2700 590	MISC. PURCHASED SERVICES	\$	300.00	\$	10,000.00	\$	178.50	\$	200.00
01 000 000 000 2700 610	SUPPLIES AND MATERIALS	\$	1,270.63	\$	2,500.00	\$	325.18	\$	1,500.00
01 000 000 000 2700 626	GASOLINE	\$	3,723.68	\$	28,000.00	\$	22,968.82	\$	25,000.00
01 000 000 000 2700 732	VEHICLE	\$	-	\$	-	\$	-	\$	25,000.00

01 000 000 000 2700 810	DUES and FEES	\$ -	\$ -	\$ -	\$ 1,588.00	\$ -	\$ 1,500.00
01 000 000 200 2160 320	PROFESSIONAL ED SERVICES	\$ -	\$ -	\$ -	\$ 5,105.77	\$ -	\$ -
01 000 000 200 1000 320	PROFESSIONAL ED. SERVICES	\$ 45,689.40	\$ 46,000.00	\$ -	\$ -	\$ -	\$ 15,000.00
01 000 000 200 1999 560	SPED ED TUITION	\$ 80,719.83	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 200 1000 580	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 211 1000 110	PROFESSIONAL SALARIES	\$ 25,794.71	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 211 1000 120	ANCILLARY STAFF-Naythan	\$ 19,081.77	\$ 17,949.75	\$ 150.00	\$ -	\$ -	\$ 19,330.50
01 000 000 211 1000 130	SUBSTITUTE-211	\$ 1,767.68	\$ 1,000.00	\$ -	\$ 1,908.79	\$ -	\$ 2,000.00
01 000 000 211 1000 210	BENEFITS	\$ 16,461.16	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
01 000 000 211 1000 220	SOCIAL SECURITY	\$ 4,786.94	\$ 1,373.16	\$ -	\$ 156.03	\$ -	\$ 1,478.78
01 000 000 211 1000 230	RETIREMENT	\$ 4,972.69	\$ 1,482.65	\$ -	\$ -	\$ -	\$ 1,654.69
01 000 000 211 1000 320	PROFESSIONAL ED SERVICES	\$ 269.88	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 211 1000 580	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 211 1000 610	SUPPLIES AND MATERIALS	\$ 1,539.46	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 211 1000 734	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 240 1000 110	PROFESSIONAL SALARIES-SPED-Shannon	\$ 25,794.94	\$ 54,589.65	\$ 300.00	\$ -	\$ -	\$ 57,339.65
01 000 000 240 1000 120	SPED PARA-PROFESSIONAL STAFF-Jen and Cindy	\$ 35,235.74	\$ 38,818.80	\$ -	\$ -	\$ -	\$ 41,514.55
01 000 000 240 1000 130	SPED SUBSTITUTE	\$ 25.78	\$ 1,000.00	\$ -	\$ 449.94	\$ -	\$ 2,000.00
01 000 000 240 1000 210	BENEFITS	\$ 16,403.96	\$ 30,000.00	\$ -	\$ 6,977.45	\$ -	\$ 30,000.00
01 000 000 240 1000 220	SOCIAL SECURITY	\$ 5,889.60	\$ 7,145.74	\$ -	\$ 574.49	\$ -	\$ 7,562.35
01 000 000 240 1000 230	RETIREMENT	\$ 6,364.66	\$ 10,082.98	\$ -	\$ 38.25	\$ -	\$ 13,787.07
01 000 000 240 1000 320	PROFESSIONAL ED SERVICES	\$ 1,125.00	\$ 1,200.00	\$ -	\$ 2,918.88	\$ -	\$ 1,200.00
01 000 000 240 1000 560	SPED ED TUITION	\$ -	\$ 81,000.00	\$ -	\$ 67,443.13	\$ -	\$ 75,000.00
01 000 000 240 1000 580	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 240 1000 610	SUPPLIES AND MATERIALS	\$ 530.83	\$ 5,000.00	\$ -	\$ 4,553.29	\$ -	\$ 2,000.00
01 000 000 240 1000 642	WORKBOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 240 1000 810	DUES and FES-MOR-SOU	\$ -	\$ -	\$ -	\$ 55,644.17	\$ -	\$ 55,500.00
01 000 000 255 1000 110	PROFESSIONAL SALARIES-SPED-Shannon	\$ -	\$ -	\$ -	\$ 55,409.65	\$ -	\$ -
01 000 000 255 1000 120	SPED PARA-PROFESSIONAL STAFF-Jen and Cindy	\$ -	\$ -	\$ -	\$ 67,199.17	\$ -	\$ -
01 000 000 255 1000 130	SPED SUBSTITUTE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 255 1000 210	BENEFITS	\$ -	\$ -	\$ -	\$ 37,280.79	\$ -	\$ -
01 000 000 255 1000 220	SOCIAL SECURITY	\$ -	\$ -	\$ -	\$ 11,389.26	\$ -	\$ -
01 000 000 255 1000 230	RETIREMENT	\$ -	\$ -	\$ -	\$ 13,080.54	\$ -	\$ -
01 000 000 255 1000 560	SPED ED TUITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 255 1000 610	SUPPLIES AND MATERIALS	\$ -	\$ -	\$ -	\$ 237.00	\$ -	\$ -
01 000 000 301 1999 592	RACTC(ROUGH RIDER CAREER/TECH CTR	\$ 2,203.42	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -
01 000 000 400 2700 100	SALARIES FOR BUS DRIVERS	\$ -	\$ -	\$ -	\$ 1,890.00	\$ -	\$ -
01 000 000 400 2700 101	SALARIES FOR VAN DRIVERS	\$ -	\$ -	\$ -	\$ 160.00	\$ -	\$ -
01 000 000 400 2700 210	GROUP INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 000 400 2700 220	SOCIAL SECURITY	\$ 1,768.93	\$ -	\$ -	\$ 156.80	\$ -	\$ -
01 000 000 400 2700 230	RETIREMENT CONTRIBUTIONS	\$ 12.04	\$ -	\$ -	\$ -	\$ -	\$ -

01 000 000 400 2700 430	REPAIRS	\$ 5,868.81	\$ -	\$ 5,702.02	\$ -
01 000 000 400 2700 438	VEHICLE SERVICE	\$ 5,089.83	\$ -	\$ -	\$ -
01 000 000 400 2700 520	INSURANCE		\$ -	\$ -	\$ -
01 000 000 400 2700 610	SUPPLIES AND MATERIALS	\$ 97.83	\$ -	\$ -	\$ -
01 000 000 400 2700 626	GASOLINE	\$ 23,192.47	\$ -	\$ 549.75	\$ -
01 000 000 400 3400 100	SALARIES-Extra-Curricular	\$ 50.00	\$ -	\$ -	\$ -
01 000 000 400 3400 110	CERT-COACHES SALARIES	\$ 49,957.11	\$ 52,500.00	\$ 51,410.30	\$ 56,000.00
01 000 000 400 3400 120	NON-CERT COACHES SALARIES	\$ 900.00	\$ 1,000.00	\$ -	\$ -
01 000 000 400 3400 220	SOCIAL SECURITY	\$ 2,551.39	\$ 4,092.75	\$ 3,304.99	\$ 4,284.00
01 000 000 400 3400 230	RETIREMENT	\$ 2,660.86	\$ 4,419.10	\$ 3,573.06	\$ 9,994.33
01 000 000 400 3400 580	TRAVEL	\$ 1,118.09	\$ 2,000.00	\$ 352.80	\$ 2,000.00
01 000 000 400 3400 610	SUPPLIES AND MATERIALS	\$ 13,852.95	\$ 14,000.00	\$ 30.00	\$ -
01 000 000 400 3400 810	DUES AND FEES	\$ 5,207.28	\$ 5,500.00	\$ 7,017.11	\$ 7,200.00
01 000 000 900 3100 920	TRANSFERS TO LUNCH FUND	\$ 1,002.07	\$ 100,000.00	\$ -	\$ 193,400.00
01 000 001 110 1000 110	PROFESSIONAL SALARIES-Kindergarten	\$ 20,338.56	\$ 45,650.00	\$ 29,919.67	\$ 48,400.00
01 000 001 110 1000 130	SUBSTITUTES	\$ 13,617.19	\$ 2,000.00	\$ 5,166.11	\$ 2,000.00
01 000 001 110 1000 210	BENEFITS	\$ 6,894.41	\$ 5,000.00	\$ 1,731.75	\$ 10,000.00
01 000 001 110 1000 220	SOCIAL SECURITY	\$ 3,102.23	\$ 3,592.23	\$ 2,667.30	\$ 3,702.60
01 000 001 110 1000 230	RETIREMENT	\$ 2,597.08	\$ 2,910.88	\$ 1,108.66	\$ 8,637.96
01 000 001 110 1000 320	PROFESSIONAL ED SERVICES		\$ -	\$ -	\$ -
01 000 001 110 1000 610	SUPPLIES AND MATERIALS	\$ 185.00	\$ 300.00	\$ 650.28	\$ 350.00
01 000 001 110 1000 615	CLASSROOM AUDIO-VISUAL		\$ -	\$ -	\$ -
01 000 001 110 1000 641	TEXTBOOKS	\$ 409.00	\$ -	\$ -	\$ -
01 000 001 110 1000 642	WORKBOOKS	\$ -	\$ -	\$ -	\$ -
01 000 001 110 1000 645	LIBRARY BOOKS	\$ 500.00	\$ 300.00	\$ 415.76	\$ 300.00
01 000 001 110 1000 650	PERIODICALS	\$ 137.50	\$ 200.00	\$ -	\$ -
01 000 001 110 2410 110	PROFESSIONAL SALARIES-Principal 10%	\$ 4,505.03	\$ 9,010.00	\$ 27,089.98	\$ 10,100.00
01 000 001 110 2410 210	BENEFITS	\$ 1,256.48	\$ 2,471.03	\$ 5,195.05	\$ 2,451.03
01 000 001 110 2410 220	SOCIAL SECURITY	\$ 362.56	\$ 689.27	\$ 2,022.23	\$ 772.65
01 000 001 110 2410 230	RETIREMENT	\$ 572.28	\$ 1,148.78	\$ 3,302.80	\$ 1,802.55
01 000 002 000 3604 110	PROFESSIONAL SALARIES	\$ -	\$ -	\$ 262.57	\$ -
01 000 002 000 3604 220	SOCIAL SECURITY	\$ -	\$ -	\$ 13.63	\$ -
01 000 002 000 3604 230	RETIREMENT	\$ -	\$ -	\$ 10.76	\$ -
01 000 002 000 3604 810	DUES AND FEES	\$ -	\$ -	\$ 66.67	\$ -
01 000 002 120 1000 110	PROFESSIONAL SALARIES (Elementary)	\$ 417,125.36	\$ 452,784.30	\$ 397,848.72	\$ 397,931.72
01 000 002 120 1000 120	REG. ED PARA-PRO Tabitha and Julie	\$ -	\$ -	\$ 5,093.41	\$ 37,300.00
01 000 002 120 1000 130	SUBSTITUTES	\$ 17,016.64	\$ 11,000.00	\$ 25,515.37	\$ 15,000.00
01 000 002 120 1000 210	BENEFITS	\$ 98,625.60	\$ 68,420.00	\$ 55,902.03	\$ 72,000.00
01 000 002 120 1000 220	SOCIAL SECURITY	\$ 32,949.57	\$ 34,638.00	\$ 29,134.29	\$ 30,441.78
01 000 002 120 1000 230	RETIREMENT	\$ 51,858.78	\$ 57,729.99	\$ 45,336.33	\$ 71,018.97
01 000 002 120 1000 320	PROFESSIONAL ED. SERVICES	\$ -	\$ 8,000.00	\$ 3,873.32	\$ 8,000.00

01 000 002 120 1000 532	POSTAGE	\$ 29.75	\$ 100.00	\$ -	\$ -
01 000 002 120 1000 580	TRAVEL	\$ -	\$ 500.00	\$ 384.31	\$ 500.00
01 000 002 120 1000 610	SUPPLIES AND MATERIALS	\$ 3,633.00	\$ 7,000.00	\$ 11,350.30	\$ 9,000.00
01 000 002 120 1000 615	CLASSROOM AUDIO-VISUAL	\$ -	\$ -	\$ -	\$ -
01 000 002 120 1000 641	TEXTBOOKS	\$ 150.00	\$ 2,100.00	\$ 2,217.50	\$ 17,000.00
01 000 002 120 1000 642	WORKBOOKS	\$ -	\$ -	\$ 74.25	\$ -
01 000 002 120 1000 645	LIBRARY BOOKS	\$ 1,200.00	\$ 750.00	\$ 822.35	\$ 600.00
01 000 002 120 1000 650	PERIODICALS	\$ 656.46	\$ 500.00	\$ 66.57	\$ 250.00
01 000 002 120 1000 734	EQUIPMENT		\$ -	\$ 987.00	\$ 1,000.00
01 000 002 120 1000 810	DUES AND FEES	\$ 452.50	\$ 1,000.00	\$ 9,326.17	\$ 1,000.00
01 000 002 120 2120 110	PROFESSIONAL SALARIES-Counselor 50%	\$ -	\$ 31,050.00	\$ 33,184.27	\$ 32,425.00
01 000 002 120 2120 210	BENEFITS	\$ -	\$ 5,000.00	\$ 7,059.85	\$ 5,000.00
01 000 002 120 2120 220	SOCIAL SECURITY	\$ -	\$ 2,375.33	\$ 2,404.71	\$ 2,480.51
01 000 002 120 2120 230	RETIREMENT	\$ -	\$ 3,958.88	\$ 4,031.47	\$ 5,786.90
01 000 002 120 2120 320	PROFESSIONAL ED SERVICES	\$ 59,400.00	\$ -	\$ -	\$ -
01 000 002 120 2120 580	TRAVEL	\$ -	\$ -	\$ -	\$ 500.00
01 000 002 120 2120 610	SUPPLIES AND MATERIALS	\$ 334.00	\$ 500.00	\$ 104.21	\$ 500.00
01 000 002 120 2410 110	PROFESSIONAL SALARIES-Principal 30%	\$ 41,446.04	\$ 27,030.00	\$ 27,129.98	\$ 30,300.00
01 000 002 120 2410 210	BENEFITS	\$ 11,560.93	\$ 7,407.07	\$ 5,466.33	\$ 7,353.07
01 000 002 120 2410 220	SOCIAL SECURITY	\$ 3,335.61	\$ 2,067.80	\$ 2,045.99	\$ 2,317.95
01 000 002 120 2410 230	RETIREMENT	\$ 5,265.48	\$ 3,446.33	\$ 3,302.80	\$ 5,407.65
01 000 002 120 2410 320	PROFESSIONAL ED SERVICES	\$ -	\$ -	\$ -	\$ -
01 000 002 120 2410 580	TRAVEL	\$ -	\$ -	\$ -	\$ 1,000.00
01 000 002 120 2410 734	EQUIPMENT	\$ -	\$ -	\$ -	\$ 2,500.00
01 000 002 120 2410 810	DUES AND FEES	\$ 375.00	\$ 500.00	\$ 1,370.00	\$ 1,000.00
01 000 003 130 1000 110	PROFESSIONAL SALARIES (Jr High)	\$ 107,566.93	\$ 111,489.50	\$ 181,295.55	\$ 112,029.19
01 000 003 130 1000 120	ANCILLIARY STAFF	\$ -	\$ -	\$ -	\$ -
01 000 003 130 1000 130	SUBSTITUTES	\$ 2,685.95	\$ 4,000.00	\$ 5,647.91	\$ 6,000.00
01 000 003 130 1000 210	BENEFITS	\$ 27,829.07	\$ 21,350.00	\$ 31,939.62	\$ 22,900.00
01 000 003 130 1000 220	SOCIAL SECURITY	\$ 10,424.13	\$ 8,528.95	\$ 14,430.22	\$ 8,570.23
01 000 003 130 1000 230	RETIREMENT	\$ 13,359.16	\$ 14,214.91	\$ 22,677.71	\$ 19,993.88
01 000 003 130 1000 320	PROFESSIONAL ED. SERVICES	\$ 240.00	\$ 300.00	\$ 20.00	\$ 100.00
01 000 003 130 1000 532	POSTAGE	\$ -	\$ -	\$ -	\$ -
01 000 003 130 1000 580	TRAVEL	\$ 278.35	\$ 300.00	\$ -	\$ -
01 000 003 130 1000 610	SUPPLIES AND MATERIALS	\$ 2,308.21	\$ 3,000.00	\$ 367.86	\$ 500.00
01 000 003 130 1000 615	CLASSROOM AUDIO-VISUAL	\$ -	\$ -	\$ -	\$ -
01 000 003 130 1000 641	TEXTBOOKS	\$ -	\$ 2,000.00	\$ 900.00	\$ 13,000.00
01 000 003 130 1000 642	WORKBOOKS	\$ -	\$ -	\$ -	\$ -
01 000 003 130 1000 645	LIBRARY BOOKS	\$ 500.00	\$ 500.00	\$ 296.38	\$ 250.00
01 000 003 130 1000 650	PERIODICALS	\$ 45.00	\$ 250.00	\$ -	\$ -
01 000 003 130 1000 734	EQUIPMENT	\$ -	\$ -	\$ -	\$ -

01 000 003 130 2410 110	PROFESSIONAL SALARIES-Principal 30%	\$	16,217.99	\$	27,030.00	\$	27,424.97	\$	30,300.00
01 000 003 130 2410 210	BENEFITS	\$	16,798.92	\$	7,407.07	\$	15,194.68	\$	7,353.07
01 000 003 130 2410 220	SOCIAL SECURITY	\$	2,244.47	\$	2,067.80	\$	2,812.74	\$	2,317.95
01 000 003 130 2410 230	RETIREMENT	\$	2,060.47	\$	3,446.33	\$	3,305.11	\$	5,407.65
01 000 004 000 3607 810	DUES AND FEES	\$	-	\$	-	\$	-	\$	-
01 000 004 140 1000 110	PROFESSIONAL SALARIES (High School)	\$	164,223.51	\$	175,190.81	\$	166,728.34	\$	184,042.46
01 000 004 140 1000 120	TEACHER AIDES	\$	560.15	\$	-	\$	-	\$	-
01 000 004 140 1000 130	SUBSTITUTES	\$	11,546.63	\$	8,000.00	\$	8,772.77	\$	9,000.00
01 000 004 140 1000 210	BENEFITS	\$	4,176.34	\$	37,200.00	\$	12,167.17	\$	28,300.00
01 000 004 140 1000 220	SOCIAL SECURITY	\$	9,886.28	\$	13,402.10	\$	10,609.06	\$	14,079.25
01 000 004 140 1000 230	RETIREMENT	\$	20,658.80	\$	22,336.82	\$	20,610.96	\$	32,846.10
01 000 004 140 1000 320	PROFESSIONAL ED. SERVICES	\$	3,205.85	\$	8,000.00	\$	32,505.65	\$	8,000.00
01 000 004 140 1000 340	ITV SERVICES	\$	38,355.00	\$	7,000.00	\$	-	\$	10,000.00
01 000 004 140 1000 438	VEHICLE SERVICE	\$	-	\$	-	\$	-	\$	-
01 000 004 140 1000 520	DR. ED CAR INSURANCE	\$	-	\$	-	\$	-	\$	-
01 000 004 140 1000 532	POSTAGE	\$	2.04	\$	-	\$	-	\$	-
01 000 004 140 1000 580	TRAVEL	\$	-	\$	-	\$	518.69	\$	-
01 000 004 140 1000 610	SUPPLIES AND MATERIALS	\$	8,211.95	\$	7,000.00	\$	5,610.19	\$	5,000.00
01 000 004 140 1000 615	CLASSROOM AUDIO-VISUAL	\$	-	\$	-	\$	-	\$	-
01 000 004 140 1000 626	VEHICLE GASOLINE	\$	-	\$	-	\$	-	\$	-
01 000 004 140 1000 641	TEXTBOOKS	\$	1,821.09	\$	5,000.00	\$	4,423.25	\$	11,000.00
01 000 004 140 1000 642	WORKBOOKS	\$	-	\$	-	\$	-	\$	-
01 000 004 140 1000 645	LIBRARY BOOKS	\$	1,498.95	\$	1,000.00	\$	949.34	\$	500.00
01 000 004 140 1000 650	PERIODICALS	\$	111.04	\$	200.00	\$	-	\$	-
01 000 004 140 1000 734	EQUIPMENT	\$	-	\$	-	\$	-	\$	-
01 000 004 140 1000 810	DUES AND FEES	\$	-	\$	-	\$	18,647.07	\$	-
01 000 004 140 2410 110	PROFESSIONAL SALARIES-Principal 30%	\$	27,930.94	\$	27,030.00	\$	-	\$	30,300.00
01 000 004 140 2410 210	BENEFITS	\$	7,790.88	\$	7,407.07	\$	-	\$	7,353.07
01 000 004 140 2410 220	SOCIAL SECURITY	\$	2,247.72	\$	2,067.80	\$	-	\$	2,317.95
01 000 004 140 2410 230	RETIREMENT	\$	3,548.49	\$	3,446.33	\$	-	\$	5,407.65
01 000 004 140 2410 320	PROFESSIONAL ED SERVICES	\$	-	\$	-	\$	-	\$	-
01 000 004 140 2410 580	TRAVEL	\$	-	\$	-	\$	-	\$	-
01 000 004 140 2410 734	EQUIPMENT	\$	1,242.16	\$	250.00	\$	-	\$	-
01 000 004 140 2410 810	DUES AND FEES	\$	150.00	\$	800.00	\$	1,154.00	\$	500.00
01 000 004 310 1000 110	PROFESSIONAL SALARIES-VO-AG	\$	54,949.51	\$	57,570.35	\$	59,993.79	\$	60,032.25
01 000 004 310 1000 130	SUBSTITUTES	\$	1,793.82	\$	2,000.00	\$	3,091.37	\$	1,500.00
01 000 004 310 1000 210	BENEFITS	\$	12,724.85	\$	10,115.00	\$	10,437.15	\$	10,000.00
01 000 004 310 1000 220	SOCIAL SECURITY	\$	5,279.96	\$	4,404.13	\$	5,589.60	\$	4,592.47
01 000 004 310 1000 230	RETIREMENT	\$	6,957.64	\$	7,340.22	\$	7,342.56	\$	10,713.97
01 000 004 310 1000 320	PROFESSIONAL ED SERVICES	\$	-	\$	-	\$	-	\$	-
01 000 004 310 1000 430	REPAIRS	\$	-	\$	-	\$	-	\$	-

01 000 004 310 1000 532	POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 310 1000 580	TRAVEL	\$ -	\$ -	\$ -	\$ 396.00	\$ -	\$ -
01 000 004 310 1000 610	SUPPLIES AND MATERIALS	\$ 6,214.04	\$ 6,500.00	\$ 6,500.00	\$ 11,028.55	\$ 6,500.00	\$ 6,500.00
01 000 004 310 1000 615	CLASSROOM AUDIO-VISUAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 310 1000 641	TEXTBOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 310 1000 734	EQUIPMENT	\$ 309.10	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
01 000 004 310 3608 610	CARL PERKINS SUPPLIES AND MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 310 3608 730	CARL PERKINS EQUIPMENT	\$ -	\$ -	\$ -	\$ 2,732.30	\$ 2,600.00	\$ 2,600.00
01 000 004 340 1000 220	SOCIAL SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 340 1000 610	SUPPLIES AND MATERIALS	\$ -	\$ -	\$ -	\$ 19.50	\$ -	\$ -
01 000 004 340 3604 734	TECHNOLOGY-RELATED SOFTWARE	\$ -	\$ -	\$ -	\$ 2,720.00	\$ -	\$ -
01 000 004 360 1000 110	PROFESSIONAL SALARIES-Shelly C.	\$ 79,384.20	\$ 81,034.20	\$ 81,034.20	\$ 88,641.42	\$ 88,784.20	\$ 88,784.20
01 000 004 360 1000 130	SUBSTITUTES	\$ 271.17	\$ 1,500.00	\$ 1,500.00	\$ 4,574.29	\$ 1,500.00	\$ 1,500.00
01 000 004 360 1000 210	BENEFITS	\$ 12,876.25	\$ 10,000.00	\$ 10,000.00	\$ 10,437.95	\$ 10,000.00	\$ 10,000.00
01 000 004 360 1000 220	SOCIAL SECURITY	\$ 7,032.79	\$ 6,199.12	\$ 6,199.12	\$ 7,829.22	\$ 5,261.99	\$ 5,261.99
01 000 004 360 1000 230	RETIREMENT	\$ 10,569.45	\$ 10,331.86	\$ 10,331.86	\$ 11,264.10	\$ 12,275.93	\$ 12,275.93
01 000 004 360 1000 320	PROFESSIONAL ED SERVICES	\$ 75.00	\$ 200.00	\$ 200.00	\$ 2,132.60	\$ 200.00	\$ 200.00
01 000 004 360 1000 430	REPAIRS	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -
01 000 004 360 1000 580	TRAVEL	\$ 842.62	\$ 1,700.00	\$ 1,700.00	\$ -	\$ -	\$ -
01 000 004 360 1000 610	SUPPLIES AND MATERIALS	\$ 207.92	\$ 1,500.00	\$ 1,500.00	\$ 4,183.08	\$ 1,500.00	\$ 1,500.00
01 000 004 360 1000 641	TEXTBOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 360 1000 642	WORKBOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 360 1000 734	EQUIPMENT	\$ 20,022.97	\$ 25,000.00	\$ 25,000.00	\$ 320.00	\$ 300.00	\$ 300.00
01 000 004 391 2100 110	PROFESSIONAL SALARIES-Teacher Lunch Payout	\$ 7,746.50	\$ -	\$ -	\$ 7,132.50	\$ 7,500.00	\$ 7,500.00
01 000 004 391 2100 210	BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 391 2100 220	SOCIAL SECURITY	\$ 501.47	\$ -	\$ -	\$ 442.37	\$ -	\$ -
01 000 004 391 2100 230	RETIREMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 391 2100 320	PROFESSIONAL ED. SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 391 2100 580	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 391 2100 610	SUPPLIES AND MATERIALS	\$ 187.83	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 004 391 2100 810	DUES AND FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 000 007 300 3300 531	TELEPHONE	\$ -	\$ -	\$ -	\$ 2,186.57	\$ 2,200.00	\$ 2,200.00
01 003 000 000 2600 220	MISC MILL EXP-	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
01 003 000 000 2600 430	MISC MILL EXP-REPAIR	\$ 7,781.09	\$ 8,000.00	\$ 8,000.00	\$ 13,444.87	\$ 13,000.00	\$ 13,000.00
01 003 000 000 2600 450	MISC MILL EXP-CONST. SERV.	\$ 17,953.90	\$ 20,000.00	\$ 20,000.00	\$ 31,088.50	\$ 31,000.00	\$ 31,000.00
01 003 000 000 2600 610	MISC MILL EXP-SUPP	\$ 82,318.85	\$ 20,000.00	\$ 20,000.00	\$ 25,536.86	\$ 24,000.00	\$ 24,000.00
01 003 000 000 2600 734	MISC MILL EXP-EQUIP	\$ 32,884.81	\$ -	\$ -	\$ -	\$ -	\$ -
01 068 000 261 1000 110 202	REGULAR SALARY-CERTIFIED (Title)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 068 000 261 1000 110 202	REGULAR SALARY-CERTIFIED (Title)	\$ 68,489.01	\$ -	\$ -	\$ 1,088.00	\$ -	\$ -
01 068 000 261 1000 110 202	REGULAR SALARY-CERTIFIED (Title) Alice	\$ -	\$ -	\$ -	\$ 56,311.65	\$ -	\$ -
01 068 000 261 1000 110 202	REGULAR SALARY-CERTIFIED (Title) Alice	\$ -	\$ 68,755.69	\$ 68,755.69	\$ -	\$ 71,505.69	\$ 71,505.69

01 068 000 261 1000 210	GROUP INSURANCE			\$	178.08	
01 068 000 261 1000 210 202:	GROUP INSURANCE	\$	-	\$	(2,910.33)	\$ -
01 068 000 261 1000 220 202:	SOCIAL SECURITY	\$	4,555.95	\$	5,259.81	\$ 3,268.54
01 068 000 261 1000 230 202:	RETIREMENT CONTRIBUTIONS	\$	5,983.06	\$	8,766.35	\$ 1,107.92
01 068 003 261 1000 230 202:	RETIREMENT CONTRIBUTIONS	\$	-	\$	(2,968.02)	\$ -
01 082 000 298 1000 110 202:	TITLE V SALARY	\$	-	\$	2,703.36	\$ -
01 082 000 298 1000 210 202:	INSURANCE TITLE V	\$	-	\$	-	\$ -
01 082 000 298 1000 210	INSURANCE BENEFIT	\$	-	\$	-	\$ -
01 082 000 298 1000 210 202:	INSURANCE BENEFIT	\$	-	\$	-	\$ -
01 082 000 298 1000 210 202:	INSURANCE BENEFIT	\$	2,135.72	\$	542.56	\$ -
01 082 000 298 1000 210 202:	INSURANCE BENEFIT	\$	-	\$	11,836.50	\$ -
01 082 000 298 1000 210 202:	INSURANCE BENEFIT	\$	-	\$	-	\$ 10,000.00
01 082 000 298 1000 220 202:	SOCIAL SECURITY BENEFIT	\$	-	\$	41.53	\$ -
01 082 000 298 1000 220 202:	SOCIAL SECURITY BENEFIT	\$	144.83	\$	-	\$ 5,470.19
01 082 000 298 1000 220 202:	SOCIAL SECURITY BENEFIT	\$	1,081.92	\$	-	\$ -
01 082 000 298 1000 230	RETIREMENT CONTRIBUTION	\$	-	\$	-	\$ -
01 082 000 298 1000 230 202:	RETIREMENT CONTRIBUTION	\$	-	\$	-	\$ -
01 082 000 261 1000 230 202:	RETIREMENT CONTRIBUTION	\$	-	\$	-	\$ -
01 089 000 298 1000 610 202:	REAP/SUPPLIES	\$	-	\$	2,570.00	\$ -
01 089 000 298 1000 610 202:	REAP/SUPPLIES	\$	-	\$	-	\$ 7,013.00
01 095 004 310 3603 610	AG-SUPPLIES/MATERIALS CARL PERKINS	\$	-	\$	4,077.87	\$ -
01 095 004 340 3603 734	FACS-EQUIPMENT-CARL PERKINS	\$	-	\$	-	\$ -
01 100 000 205 1000 110	PRESCHOOL PROF. SALARIES (BIC) Novelle	\$	34,478.18	\$	52,000.00	\$ 54,750.00
01 100 000 205 1000 120	PRESCHOOL PARA-PROFESSIONAL (BIC)	\$	6,946.53	\$	19,000.00	\$ -
01 100 000 205 1000 210	PRESCHOOL BENEFITS (BIC)	\$	8,732.48	\$	20,000.00	\$ 10,750.00
01 100 000 205 1000 220	PRESCHOOL SOCIAL SECURITY (BIC)	\$	3,798.50	\$	5,431.50	\$ 506.61
01 100 000 205 1000 230	PRESCHOOL RETIREMENT (BIC)	\$	4,818.65	\$	8,199.40	\$ 6,645.22
01 100 000 205 1000 610	PRESCHOOL SUPPLIES/OTHER EX. (BIC)	\$	730.87	\$	350.00	\$ 350.00
01 100 000 205 1000 641	PRESCHOOL TEXTBOOKS (BIC)	\$	-	\$	-	\$ -
01 100 000 205 1000 642	PRESCHOOL WORKBOOKS (BIC)	\$	247.94	\$	250.00	\$ 250.00
01 100 000 205 1000 645	PRESCHOOL LIBRARY BOOKS (BIC)	\$	500.00	\$	-	\$ -
01 100 000 205 1000 650	PRESCHOOL PERIODICALS (BIC)	\$	-	\$	-	\$ -
01 100 000 205 1000 810	PRESCHOOL DUES AND FEES	\$	-	\$	435.00	\$ -
01 109 000 298 1000 430	REPAIR & MNTCE SERVICES (ESSER)	\$	6,450.00	\$	-	\$ -
01 109 000 298 1000 610	SUPPLIES (ESSER)	\$	-	\$	-	\$ -
01 109 000 298 1000 734	TECHNOLOGY-RELATED SOFTWARE (ESSER)	\$	-	\$	-	\$ -
01 109 000 298 1000 810	ESSER LL (ESER)	\$	-	\$	-	\$ -
01 110 000 298 1000 110 202:	REGULAR SALARY-CERTIFIED	\$	7,436.82	\$	-	\$ -
01 110 000 298 1000 120	SALARIES	\$	-	\$	-	\$ -

01 110 000 298 1000 210	GROUP INSURANCE	\$ -	\$ -	\$ -	\$ -
01 110 000 298 1000 210 202	INSURANCE	\$ -	\$ -	\$ -	\$ -
01 110 000 298 1000 220	SOCIAL SECURITY	\$ 568.91	\$ -	\$ -	\$ -
01 110 000 298 1000 230	RETIREMENT	\$ 40.45	\$ -	\$ -	\$ -
01 110 000 298 1000 610 202	SUPPLIES	\$ 6,231.44	\$ -	\$ -	\$ -
01 110 000 298 1000 734 202	SOFTWARE-TECHNOLOGY	\$ 23,422.30	\$ -	\$ -	\$ -
01 111 000 298 1000 610 202	SUPPLIES LEARNING LOSS	\$ -	\$ -	\$ -	\$ -
01 112 000 298 1000 220 202	SOCIAL SECURITY	\$ -	\$ -	\$ -	\$ -
01 112 000 298 1000 330 202	OTHER PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -
01 200 000 000 2310 330	OTHER PROF SERVICES-BE LEGENDARY/SF	\$ 13,000.00	\$ 12,000.00	\$ 12,000.00	\$ 5,000.00
	EXPENDITURE TOTAL	\$ 3,155,198.35	\$ 3,180,521.32	\$ 3,218,581.51	\$ 3,458,350.10
	Total Revenue				
	Total Expenditures	\$ 3,342,568.51	\$ 3,254,000.95	\$ 3,490,120.78	\$ 3,366,380.64
	Difference (Surplus/Deficit)	\$ 3,155,198.35	\$ 3,180,521.32	\$ 3,218,581.51	\$ 3,458,350.10
	Fund Balance Carry Over W/O CD'S	\$ 187,370.16	\$ 73,479.63	\$ 271,539.27	\$ (91,969.46)
	Fund Balance Percentage (%)	\$ 1,108,476.60	\$ 1,181,956.23	\$ 1,288,690.41	\$ 1,196,720.95
	Fund Balance Carry Over W CD'S	32.68%	37.16%	40.04%	34.60%
	Fund Balance Percentage (%)	\$ 1,474,181.17		\$ 1,670,263.62	\$ 1,578,294.16
	Pending Audit Verification	46.72%		51.89%	45.64%

Account Number	Account Description	2022-2023	2024-2025 Proposed	2024-2025 Actual	2025-2026 Proposed	2025-2026 Actual	2025-2026 Proposed
8	Revenue						
05	FOOD SERVICE FUND						
05 000 1611	FOOD SERVICE REVENUE -Students	\$ 32,000.00	\$ 35,906.97	\$ 35,906.97	\$ 34,000.00	\$ 29,402.00	\$ 33,000.00
05 000 1612	Breakfast Program Students	\$ 875.00	\$ 2,503.20	\$ 2,503.20	\$ 1,500.00	\$ 1,190.68	\$ 1,500.00
05 000 1613	Milk Sales to Students	\$ 200.00	\$ 110.70	\$ 110.70	\$ 400.00	\$ -	\$ -
05 000 1614	Adult Meals	\$ 650.00	\$ 535.75	\$ 535.75	\$ 500.00	\$ 214.30	\$ 200.00
05 000 1620	Breakfast Program Adults	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05 000 1900	OTHER REVENUE-LOCAL SOURCES	\$ 300.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -
05 000 3950	State Matching	\$ 5,375.00	\$ 4,868.38	\$ 4,868.38	\$ 5,000.00	\$ 8,036.96	\$ 4,500.00
05 000 4550	USDA Reimbursement	\$ 54,000.00	\$ 33,835.21	\$ 33,835.21	\$ 34,000.00	\$ 43,656.09	\$ 45,000.00
05 000 4551	FFVP	\$ 5,550.00	\$ 4,598.42	\$ 4,598.42	\$ 4,600.00	\$ 3,133.88	\$ 3,000.00
05 000 5200	Intra Fund Transfer	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 193,400.00
05 068 4553	SSO Lunch	\$ -	\$ -	\$ -	\$ -	\$ 605.30	\$ -
05 068 4554	SSO Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05 068 4550 2023	USDA Supply Chain Asst. Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Total Revenue	\$ 198,950.00	\$ 182,358.63	\$ 182,358.63	\$ 180,000.00	\$ 87,239.21	\$ 280,600.00
9	Expenditure						
05	FOOD SERVICE FUND						
05 000 000 310 3100 300	Prof and Tech Services	\$ -	\$ -	\$ -	\$ -	\$ 135.00	\$ -
05 000 000 910 3100 120	Salaries	\$ 70,000.00	\$ 60,786.20	\$ 60,786.20	\$ 50,106.00	\$ 61,241.85	\$ 57,000.00
05 000 000 910 3100 210	Benefits	\$ 17,810.00	\$ 10,710.45	\$ 10,710.45	\$ 20,000.00	\$ 13,736.46	\$ 14,300.00
05 000 000 910 3100 220	FICA/Social Security	\$ 6,900.00	\$ 5,435.60	\$ 5,435.60	\$ 3,833.11	\$ 5,608.25	\$ 5,500.00
05 000 000 910 3100 230	Retirement	\$ 7,400.00	\$ 5,421.06	\$ 5,421.06	\$ 20,000.00	\$ 5,157.67	\$ 5,600.00
05 000 000 310 3100 300	Prof. and Tech Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90.00
05 000 000 910 3100 430	Maint. and Repairs	\$ 1,500.00	\$ 135.98	\$ 135.98	\$ 2,000.00	\$ 2,443.25	\$ 2,500.00
05 000 000 910 3100 590	TRAVEL	\$ 200.00	\$ 175.43	\$ 175.43	\$ 200.00	\$ -	\$ -
05 000 000 910 3100 605	Freight	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05 000 000 910 3100 610	SUPPLIES	\$ 3,000.00	\$ 2,311.86	\$ 2,311.86	\$ 2,500.00	\$ 2,359.44	\$ 2,000.00
05 000 000 910 3100 630	Food	\$ 88,000.00	\$ 82,921.09	\$ 82,921.09	\$ 88,000.00	\$ 94,856.58	\$ 89,000.00
05 000 000 910 3100 734	EQUIPMENT	\$ 2,500.00	\$ 2,207.90	\$ 2,207.90	\$ 5,000.00	\$ 3,419.96	\$ 3,500.00
05 000 000 910 3100 810	Dues and Fees	\$ 100.00	\$ 351.50	\$ 351.50	\$ 250.00	\$ 276.39	\$ 275.00
05 000 000 910 3100 890	Refunds	\$ 1,000.00	\$ 1,022.83	\$ 1,022.83	\$ 500.00	\$ 1,128.75	\$ 750.00
05 068 000 910 3100 600	SFSP SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05 068 000 910 3100 605	SFSP Food	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
05 062 000 000 3100 610	GARDEN GRANT	\$ -	\$ -	\$ -	\$ -	\$ 1,027.56	\$ -
9	Total Expenditure	\$ 198,410.00	\$ 171,479.90	\$ 171,479.90	\$ 192,389.11	\$ 191,391.16	\$ 180,515.00
	Surplus/Deficit					#####	\$ 100,085.00
	End Fund Balance	\$ 540.00	\$ 10,878.73	\$ 10,878.73	\$ (12,389.11)	\$ (63,112.87)	\$ 36,972.13
	Fund Balance Percentage	\$ 30,150.35	\$ 41,039.08	\$ 41,039.08	\$ 28,649.97	\$ -32.98%	\$ 20.48%
		\$ 15.20%	\$ 23.93%	\$ 23.93%	\$ 14.89%		

Not included in End of Year Revenue

\$ 4,318.21

\$ -

\$ -

\$ 4,318.21

\$ 85,744.23

\$ (63,112.87)

*About 50% of the Deficit is Due to Salaries and Benefits,this will always be a deficit.

*Mission Critical is to get Food and Supplies to Surplus or Neutral for Revenue

METHOD OF FILLING A BOARD VACANCY

The Glen Ullin School Board must fill by appointment or special election any vacant seat on the Board. A vacancy may exist for any reason set forth in NDCC § 44-02-01 and must be filled within 60 days from the time the vacancy occurs. Upon receiving notice that a vacancy exists, the Business Manager shall notify the County Superintendent.

The Board may fill the vacancy through the selection process outlined herein. If the Board chooses not to utilize this selection process, it must either appoint an individual to fill the vacancy by taking action at a regular or special meeting with a simple majority vote or call for a special election to fill the vacancy. The Business Manager shall certify any appointment made by the Board to the County Superintendent of Schools.

Notice

If the Board chooses to fill the vacancy through a selection process, the Superintendent shall publish notice of the vacancy and information on the application process as directed by the Board. The Board shall establish an application period, which shall not be less than two weeks nor more than four weeks and shall have clearly stated beginning and closing dates. The Board shall select a committee to review applications and make recommendations to the Board at the next regular or special meeting called for that purpose.

Interested individuals shall be required to complete an Application for Board Position. This application is subject to North Dakota open records laws and will be supplied to each board member.

Should the Board fail to receive any qualified applications for the board vacancy by the application deadline, the Superintendent shall identify a candidate or candidates for board appointment, and the Board shall convene at an open meeting to select the finalist using the procedure below.

Selection Process

At the next regular meeting of the Board or at a special meeting called for that purpose, the Business Manager shall report all candidates by name. The Board shall narrow the pool of applicants to three through a roll call vote, if necessary. The Board shall vote on the final pool of candidates through a roll call vote. The candidate receiving the simple majority of votes shall fill the board vacancy.

In the event of a tie, the Board will recast their votes by roll call vote, voting only on the candidates who were tied. Should a stalemate exist after the Board has voted three times, the Board shall table the appointment process until the next regular or special meeting called for that purpose. Should a stalemate exist after 45 days, the Board shall initiate the proceedings for holding a special election to fill the board vacancy.

Commencement of Duties

The newly appointed/elected board member shall be seated at the next board meeting following their appointment/election. The appointed/elected board member shall execute

Return to Policy Manual Index

RECOMMENDED

Descriptor Code: BBC

the Oath of Office in accordance with the deadline in law. A board member thus appointed/elected shall serve until the next regular board election and until a successor is elected and qualified.

The same orientation procedures shall apply for any appointed member as for a regularly elected member.

Complementary Documents

- BBC-E, School Board Application Form
- BEB, New Member Orientation

End of Glen Ullin School District #48 Policy BBC Adopted: 02/09/22

**STATEMENT OF INTERESTS**

SECRETARY OF STATE

SFN 10172 (10-2025)

Secretary of State
State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500
Telephone: (701) 328-2900
Toll-Free: (800) 352-0867
Fax: (701) 328-3413
Email: sosselect@nd.gov
Website: Vote.ND.Gov

References to the Statement of Interests are found in North Dakota Century Code, Chapter 16.1-09.

FILING REQUIREMENTS FOR STATEMENT OF INTERESTS**STATEWIDE, LEGISLATIVE OR JUDICIAL - FILE WITH SECRETARY OF STATE - ONLINE ONLY - VOTE.ND.GOV**

- **Annual Filing** - Officeholders, except those holding federal office, must file a statement of interests each year by January 31.
- **Every candidate** must file a statement of interests (federal requirements noted below) at the same time as filing his/her Certificate of Endorsement (SFN 17196) or Petition/Certificate of Nomination (SFN 02704) and Affidavit of Candidacy (SFN 02701).
- **Federal Candidates - President & Vice President of the U.S., U.S. Senate, & U.S. House of Representatives** - Must file a statement of interests or a copy of the disclosure statement required by the Federal Election Commission with candidacy documents.

COUNTY OFFICES, GARRISON CONSERVANCY, SOIL CONSERVATION, SOUTHWEST WATER AUTHORITY- FILE WITH COUNTY AUDITOR

- **Annual Filing** - Officeholders must file a statement of interests each year by January 31.
- **Every candidate** must file a statement of interests at the same time as filing his/her Petition/Certificate of Nomination (SFN 02704) and Affidavit of Candidacy (SFN 02701). Candidates in multi-county offices file in their county of residence.

CITY OFFICES - FILE WITH CITY AUDITOR

- **Annual Filing** - Officeholders must file a statement of interests each year by January 31.
- **Every candidate** must file a statement of interests at the same time as filing his/her Petition/Certificate of Nomination (SFN 02704).

SCHOOL BOARD - FILE WITH SCHOOL BUSINESS MANAGER

- **Annual Filing** - Officeholders must file a statement of interests each year by January 31.
- **Every candidate** must file a statement of interests at the same time as they file the statement to set forth the candidate's name and the position for which the person is a candidate.

GOVERNOR APPOINTED OFFICES AND BOARDS - FILE WITH SECRETARY OF STATE - VIA THE OFFICE OF THE GOVERNOR

- **Annual Filing** - Appointees must file a statement of interests each year by January 31.
- **At Time of Appointment** - Every person appointed by the Governor to a state agency, board, bureau, commission, department, or occupation or professional licensing board must file a statement of interests with the Secretary of State through the Office of the Governor no later than the announcement of the appointment.

ASSISTANCE: Questions regarding the Statement of Interests may be directed to the Elections Unit of the Secretary of State's office at (701) 328-2900 or (800) 352-0867, or the appropriate filing officer.

Name of candidate or appointee Emily Kottre		Telephone number 701-426-9803	
Spouse's name Wade Kottre		Non-government email address (required) ekottre90@gmail.com	
Address 409 E Elm Ave		City Glen Ullin	State ND
Office which candidate is seeking (Include district number, if applicable)		ZIP code 58631	
OR		Position to which appointed	

ITEM A: PRINCIPAL OCCUPATION/SOURCE OF INCOME - Enter the principal occupation (or the greatest source of income) as listed on your North Dakota income tax return for you and your spouse (if applicable).

Your principal occupation Relationship Banker	Spouse's principal occupation Maintenance
Name of business or employer The Union Bank	Spouse's name of business or employer Gevo

ITEM B: FINANCIAL INTERESTS - List by name each business or trust that is NOT the principal occupation (greatest source of income), in which you and/or your spouse (if applicable) have a financial interest. You are not required to list dollar amounts or the nature of the work performed. Use an "X" to indicate the "role" relationship for you and/or your spouse. Attach additional sheets in the same format if greater space is needed.

1. Any business or trust in which you and/or your spouse own a legal or equitable interest.
2. Any business or trust in which you and/or your spouse have investments. Include the name of the business or trust in which you have stock, mutual funds, bonds, debentures, or debt obligations of corporations and/or municipal corporations. Financial interests that are contained in diversified portfolios need only be mentioned by the brokerage establishment where it is invested.
3. Any business or trust from which you and/or your spouse receive compensation.
4. Any business or trust paying you and/or your spouse a fee or commission for professional consulting services. Include those public agencies from which you and/or your spouse receive a fee or commission. Attorneys and others with "professional" as their principal occupation on their state income tax form are not required to list clients.

[illegible]

ITEM C: ASSOCIATIONS/BOARD SERVICE - List the associations or institutions with which you and/or your spouse are closely associated, or serve as a director or officer of, AND which may be affected by legislative action (for legislative candidates) or action of the officeholder of the office to which you are a candidate or appointee. You are not required to list dollar amounts or the nature of the work performed. Use an 'X' to indicate the "role" relationship for you and/or your spouse. Attach additional sheets in the same format if greater space is needed.

[illegible]

ITEM D: GOVERNMENT RELATIONSHIPS - List any political subdivision and any agency or department of the state to which you and/or your spouse sold goods or services of more than \$5,000 in the preceding year from:

1. An employer identified as a business or trust in which you and/or your spouse own a legal or equitable interest, and in which you and/or your spouse have an ownership interest of 10 percent or more; or
2. A business or trust identified in which you and/or your spouse have investments, where you and/or your spouse have an ownership interest of 10 percent or more; and, the business or trust is directly related to the official duties of the office the person is seeking or holding.

You are not required to list dollar amounts or the nature of the work performed. Use an 'X' to indicate the "role" relationship for you and/or your spouse.

ASSOCIATION OR INSTITUTION	ROLE(S)	SELF	SPOUSE

ITEM E: FIDUCIARY RELATIONSHIPS - Identify any business office, business directorship, or fiduciary relationship that you and/or your spouse have held in the preceding calendar year. Fiduciary means acting as a guardian, trustee, executor, administrator, or conservator for any person, whether individual or corporate. You are not required to list dollar amounts or the nature of the work performed. Use an 'X' to indicate the "role" relationship for you and/or your spouse. Attach additional sheets in the same format if greater space is needed.

ASSOCIATION OR INSTITUTION	ROLE(S)	SELF	SPOUSE

I, the undersigned, declare this Statement of Interests has been examined by me and to the best of my knowledge is a true, correct, and complete statement of my financial interests. I understand any intentional violation of the law requiring the filing of this statement shall result in my being deprived of my appointment or assuming the duties of the elective office.

Signature of candidate or appointee

Emily Kattus

Date

1-28-26

INSTRUCTIONS FOR STATEMENT OF INTERESTS

WHO FILES: The Statement of Interests shall be filed by all candidates seeking to have their name placed on the ballot for federal, statewide, judicial district, legislative, county, multi-district, city, and school district office. Every person appointed by the Governor to a state agency, board, bureau, commission, department, or occupation or professional licensing board shall also file a Statement of Interests.

WHEN TO FILE: Every candidate for elective office shall file a Statement of Interests with the appropriate filing officer at the same time as filing his/her Certificate of Endorsement SFN 17196 or Petition/Certificate of Nomination SFN 2704 and Affidavit of Candidacy SFN 2703. Appointees of the Governor shall file a Statement of Interests no later than the announcement of the appointment.

WHERE TO FILE:

SCHOOL DISTRICT CANDIDATES - File with the School Business Manager

HOW TO FILE:

ITEM A - PRINCIPAL OCCUPATION: The occupations listed are those defined on the North Dakota state income tax return. Check only one category for the principal source of income for yourself, and only one for your spouse. Please mark and complete the box labeled "Other" if you or your spouse's occupation is not listed.

ITEM B - List by name each **business or trust** that is **NOT** the principal source of income, in which you and/or your spouse have a financial interest. Include any of the following that apply:

1. Any business or trust in which you and/or your spouse own a legal or equitable interest.
2. Any business or trust in which you and/or your spouse have investments. Include the name of the business or trust of which you have stocks, mutual funds, bonds, debentures, or debt obligations of corporations and/or municipal corporations. Financial interests that are contained in diversified portfolios need only be mentioned by the brokerage establishment it is with.
3. Any business or trust from which you and/or your spouse receive compensation.
4. Any business or trust paying you and/or your spouse a fee or commission for professional or consulting services. Include those public agencies from which you and/or your spouse received a fee or commission. Attorneys and others who list their principal occupation as "professional" are not required to list clients.
5. Public agencies (state or local) to which you and/or your spouse sold goods or services.

ITEM C - List the **associations or institutions** with which you and/or your spouse are closely associated, or serve as a director or officer of, and which may be affected by legislative action (for legislative candidates) or action of the officeholder of the office to which you are a candidate or appointee.

List organizations and associations and note the capacity of you and/or your spouse's relationship such as "member", "board of directors", "consultant", etc.

ITEM D - Identify by name any **business office, business directorship, and fiduciary relationship** that you and/or your spouse have held in the preceding calendar year.

Fiduciary means acting as a guardian, trustee, executor, administrator, or conservator for any person, whether individual or corporate. Specify the capacity of the relationship of you and/or your spouse for any of the listed businesses, trusts and/or fiduciary relationships, such as "director", "executor", "trustee", etc.

SPECIAL NOTES:

Items B, C and D of this form have limited space for listing items. If you need more space, attach additional sheets in the same format and clearly identify which of the three items (B, C or D) the additional sheet continues. Insert the additional sheets into this form.

Use an "X" to indicate the "interest" relationship for (a) yourself, or (b) your spouse.

You are not required to list dollar amounts or the nature of the work performed in ITEMS B, C or D.

ASSISTANCE: Questions regarding the Statement of Interests may be directed to the Elections Division of the Secretary of State's Office at (701) 328-4146 or (800) 352-0867 or the appropriate filing officer.

EXHIBIT

Descriptor Code: BBC-E

SCHOOL BOARD APPLICATION FORM

Please complete, date, and sign the application form and statement of interest and return the completed documents to Kayla Schumacher Business Manager.

By submission of this form, your interest in the Glen Ullin District # 48 School Board vacancies will become public.

Name: Emily KottreAddress: 409 E Elm Ave, Glen Ullin ND 58631Phone Number(s): 701-426-9803Email address: ekottre90@gmail.com

NOTE: Answers to these questions are not required to serve on the school board but may be used in the school district newsletter or local newspaper publications to inform the public about school board candidates.

1. Why are you interested in serving on the Glen Ullin District # 48 School Board? I care deeply about the quality of education in our community and want to help ensure decisions are made in the best interest of all students. I believe in supporting academic excellence, student well-being, and responsible use of resources while listening to the voices of families, educators, and community members. Also, to ensure the integrity of the school.
2. Describe your experience and involvement with the Glen Ullin District # 48 Public Schools. I have been involved with the school in multiple roles, including working as a paraprofessional, serving as a classroom substitute, and subbing in the office. I was also involved with MTSS and the policy committee, which gave me experience with district policies and student support systems.
3. Do you have children who attend(ed) the Glen Ullin District # 48 Public Schools? Yes, I have 3 children in the school.
4. What educational, professional, or civic experiences have you had that would contribute to your performance as a member of the Glen Ullin District # 48 School Board? My experience as a paraprofessional, substitute, MTSS member, and on the policy committee has given me firsthand knowledge of school operations, student needs, and policy development, which would support my effectiveness as a school board member.
5. What interests, skills, and abilities would you bring that would benefit the Glen Ullin District # 48 School Board? I would bring firsthand knowledge of school operations, policy experience, and strong communication and collaboration skills to support student success.
6. What do you consider to be three of the most pressing issues facing the Glen Ullin District # 48 School Board?
 - ① Ensuring high-quality education for all students
 - ② Supporting student mental health and well-being
 - ③ Improving communication and transparency with families and the community while managing resources responsibly.

EXHIBIT

Descriptor Code: BBC-E

7 School/College	Areas of Study
Rasmussen	Medical Billing & Coding

By signing this application I am swearing that, at the time of my appointment, I am a qualified North Dakota elector, meaning that I am:

- A U.S. citizen
- At least 18 years old on the day of an election
- A North Dakota resident
- A resident in the school district for at least 30 days

Any person who is a qualified elector of this state is qualified to be a member of the school board in the district in which the person resides (NDCC § 15.1-07-14).

Glen Ullin District # 48 is also governed by a reorganization plan. Therefore, in order to qualify for this seat, the applicant must reside within the following area: _____

_____. By signing below, you are certifying that your primary residence is within this area.]

Emily Kottre
Print Name

Emily Kottre
Signature

1/26/26
Date

To be completed by a school official

Received by: _____

Date: 1-27-26 Time: 8:01