



MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD REGULAR MEETING

Tuesday, January 21, 2025 @ 7:00 am | Conference Room #103

+ *Mission: A community in continuous pursuit of excellence.*

+ *Vision: A partnership of staff, family, and community promoting lifelong learning in an everchanging world.*

SCHOOL BOARD MEMBERS

___ Jon Buysse, Director

___ Ryan Runia, Treasurer

___ Emily Coequyt, Director

___ Tom Skorczewski, Director

___ Martin Hennen, Clerk

___ Abby Thostenson, Chair

___ Julie Mead, Vice-Chair

AGENDA – REGULAR MEETING

1. Regular Order of Business

- 1.1. Call to Order.....Chair, Abby Thostenson
- 1.2. Pledge of Allegiance
- 1.3. Roll Call
- 1.4. Approval of the Meeting Agenda M/S/V
- 1.5. Recognition of Visitors and Guests
- 1.6. Viking Pride: Positive Comments by School Board Members and Administration..... I/D
 - 1.6.1. January 20-26: Paraprofessional Recognition Week..... I/D

2. Business Agenda

- 2.1. Student Enrollment
- 2.2. Student Activity Account
- 2.3. Financial Report
- 2.4. Approval of Bills-Check Register M/S/V

3. Leadership Reports

- 3.1. School Board and Committee Reports: School Board Members
- 3.2. Activities Director/Community Education Coordinator: Patty Myrvik
- 3.3. Elementary Principal/Curriculum Coordinator: Nicolle Johnston
- 3.4. High School Principal: Heather Anderson
- 3.5. Superintendent: Scott Monson

4. Consent Agenda M/S/V

- 4.1. Approve Minutes from the December 17, 2024 Regular Meeting..... M/S/V
- 4.2. Approve Minutes from the January 7, 2025 Organizational Meeting..... M/S/V
- 4.3. Approve Personnel Items

5. Items Removed from the Consent Agenda..... I/D/M/S/V

6. Previous Business

- 6.1. Approve 2025 School Board Meeting Dates and Times..... M/S/V
- 6.2. SitelogIQ Professional Services Agreement – Amendment #1 M/S/V

- 6.3. Policies and Procedures Review – 2nd Reading..... M/S/V
 - 6.3.1. Policy #101.1: Name of the School District
 - 6.3.2. Policy #301: School District Administration
 - 6.3.3. Policy #302: Superintendent
 - 6.3.4. Policy #303: Superintendent Selection
 - 6.3.5. Policy #304: Superintendent Contract, Duties, and Evaluation
 - 6.3.6. Policy #305: Policy Implementation
 - 6.3.7. Policy #306: Administrator Code of Ethics
 - 6.3.8. Policy #527: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches
 - 6.3.9. Policy #528: Student Parental, Family, and Marital Status Nondiscrimination
- 7. New Business**
 - 7.1. Approve a Special Meeting to Canvass Returns of the Election for-at 7:15 am on Wednesday, February 19 M/S/V
 - 7.2. Approve 2025-2026 Budget Parameters and Assumptions M/S/V
 - 7.3. Preliminary Review of 2025-2026 School Calendar Considerations I/D
 - 7.4. Establish 2025-2026 Preschool Tuition/Fees M/S/V
 - 7.5. Review and Approve the 2025-2026 High School Registration Guide and a Four-Year Course Planning Guide..... M/S/V
 - 7.6. Policies and Procedures Review – 1st Reading I/D
 - 7.6.1. Policy #201: Legal Status of the School Board
 - 7.6.2. Policy #202: School Board Officers
 - 7.6.3. Policy #203: Operation of the School Board-Governing Rules
 - 7.6.4. Policy #203.1: School Board Procedures; Rules of Order
 - 7.6.5. Policy #203.2: Order of the Regular School Board Meeting
 - 7.6.6. Policy #203.5: School Board Meeting Agenda
 - 7.6.7. Policy #203.6: Consent Agenda
 - 7.6.8. Policy #204: School Board Meeting Minutes
 - 7.6.9. Policy #205: Open Meetings and Closed Meetings
 - 7.6.10. Policy #206: Public Participation in School Board Meetings, Complaints About Persons at School Board Meetings, and Data Privacy Considerations
 - 7.7. Review and Discuss a Potential Nomination for a School Board Representative Vacancy on the SW Regional Development Commission I/D/M/S/V
- 8. Calendar Review: Meeting & Dates I/D**
- 9. Potential Items for Future Meetings I/D**
- 10. Adjournment..... M/S/V**



STATE of MINNESOTA

Proclamation

WHEREAS: Minnesota is home to more than 20,000 paraprofessionals who provide multiple services in our schools that are integral to the success of students and their teachers; and

WHEREAS: Paraprofessionals take on a wide range of responsibilities to meet the unique needs of the students in their care. Their dedication supports safe, effective, and engaging learning environments throughout Minnesota; and

WHEREAS: Minnesota's Department of Education is committed to excellence in education and recognizes the important role that paraprofessionals play in ensuring success in our schools; and

WHEREAS: Minnesota celebrates the essential contributions of paraprofessionals during Paraprofessional Recognition Week.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim January 20-26, 2025, as:

PARAPROFESSIONAL RECOGNITION WEEK

in the State of Minnesota.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 8th day of January.




GOVERNOR


SECRETARY OF STATE

BUSINESS

AGENDA

Student Enrollment Overview | 1/16/2025

Grade	2014-2015 Funded	2015-2016 Funded	2016-2017 Funded	2017-2018 Funded	2018-2019 Funded	2019-2020 Funded	2020-2021 Funded	2021-2022 Funded	2022-2023 Funded	2023-2024 Funded	Current Enrollment
PreK	6.7	3.7	2.6	8.8	6.7	9.1	6.8	6.1	5.3	7.6	57
HK/K	34.0	32.0	26.0	44.0	29.0	34.0	22.6	39.3	31.8	42.1	30
1st Grade	31.2	35.6	29.6	26.5	41.3	32.2	31.1	23.8	39.1	33.0	41
2nd Grade	31.7	30.7	32.6	30.3	27.0	44.5	30.1	31.4	25.5	41.8	33
3rd Grade	29.9	33.6	34.9	34.8	33.4	26.5	42.3	33.9	32.6	29.0	42
4th Grade	24.4	31.6	31.5	34.5	38.3	35.1	28.0	42.9	36.3	31.5	31
5th Grade	37.9	26.2	31.1	35.2	34.1	37.1	37.0	24.9	46.6	37.5	33
6th Grade	35.5	37.4	28.2	30.8	34.8	36.5	36.2	37.5	23.5	46.2	38
7th Grade	41.1	43.8	51.3	39.7	38.9	45.9	46.8	47.6	53.3	42.6	53
8th Grade	40.4	44.3	45.4	49.8	39.2	40.0	46.4	46.3	48.1	54.3	44
9th Grade	55.5	49.0	54.2	52.7	56.1	44.1	45.0	50.1	44.9	49.3	55
10th Grade	55.2	55.4	52.3	50.9	52.7	52.9	45.6	43.7	49.0	45.1	50
11th Grade	46.7	48.9	49.5	46.4	52.0	53.4	48.3	45.0	42.7	46.2	46
12th Grade	65.4	39.0	46.4	44.5	43.8	44.4	49.2	45.7	42.6	42.7	43
Total (PreK-12)	536	511	515	529	527	536	516	518	521	549	596
K-12 Change from Previous Year											-2

Student Activity Account – Month of December 2024

Fund #	Description	Receipt	Expense
4	Student Council - Pepsi		\$ 160.00
4	Student Council - Viking Coca Cola		\$ 242.25
4	Student Council - Wyatt Pohlen		\$ 50.00
8	Junior Class - Gislason Hardware		\$ 21.99
8	Junior Class - Krispy Kreme		\$ 2,768.50
15	FCCLA - Fruit Sales	\$ 15,960.00	
15	FCCLA - Fruit Sales	\$ 1,488.00	
December 2024 Totals		\$ 17,448.00	\$ 3,242.74

Fund Name	FY25 Beginning	December 2024		Year-To-Date			Ending Balance	Change
		Receipts	Expenses	Receipts	Expenses	Transfers		
Student Council	\$ 5,808.46	\$ -	\$ 474.24	\$ 3,716.68	\$ 3,608.15	\$ 923.94	\$ 6,840.93	17.8%
Grade 11	\$ 3,453.06	\$ -	\$ 2,768.50	\$ 7,915.00	\$ 4,080.44	\$ (3,453.06)	\$ 3,834.56	11.0%
Grade 12	\$ 923.94	\$ -	\$ -	\$ -	\$ -	\$ 2,529.12	\$ 3,453.06	273.7%
FFA	\$ 4,379.98	\$ -	\$ -	\$ -	\$ 1,215.00	\$ -	\$ 3,164.98	-27.7%
FCCLA	\$ 12,783.51	\$ 17,448.00	\$ -	\$ 19,587.00	\$ 13,056.12	\$ -	\$ 19,314.39	51.1%
National Honor Society	\$ 737.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737.48	0.0%
December 2024 Totals	\$ 28,086.43	\$ 17,448.00	\$ 3,242.74	\$ 31,218.68	\$ 21,959.71	\$ -	\$ 37,345.40	33.0%

FINANCIAL REPORT

CASH FLOW | END OF DECEMBER 2024

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Ending Balance	Change from Previous Month
State Bank of Taunton [0200]	General	\$ 64,828.81	\$ -	\$ 1,095,607.93	\$ 949,355.86	\$ 211,080.88	\$ 146,252.07
State Bank of Taunton [0218]	Student Activities	\$ 23,140.14	\$ -	\$ 17,448.00	\$ 3,242.74	\$ 37,345.40	\$ 14,205.26
State Bank of Taunton [0226]	Petty Cash	\$ 1,450.00	\$ -	\$ -	\$ -	\$ 1,450.00	\$ -
State Bank of Taunton [0234]	Payroll	\$ -	\$ -	\$ 281,055.57	\$ 281,055.57	\$ -	\$ -
PMA-MN Trust [2023A]	2023A	\$ 694,713.54	\$ 1,441.32	\$ -	\$ -	\$ 696,154.86	\$ 1,441.32
PMA-MN Trust [2023B]	2023B	\$ 1,922,577.11	\$ 3,477.07	\$ -	\$ -	\$ 1,926,054.18	\$ 3,477.07
PMA-MN Trust	Investments	\$ 3,088,488.00	\$ 10,397.73	\$ 149,820.31	\$ -	\$ 3,248,706.04	\$ 160,218.04
End of December 2024 Statement Totals: All Depositories		\$ 5,795,197.60	\$ 15,316.12	\$ 1,543,931.81	\$ 1,233,654.17	\$ 6,120,791.36	\$ 325,593.76
November 2024 Statement Totals: All Depositories		\$ 6,364,679.76	\$ 15,138.97	\$ 1,892,160.11	\$ 2,476,781.24	\$ 5,795,197.60	
Net Changes From December 1 through December 31		\$ (569,482.16)	\$ 177.15	\$ (348,228.30)	\$ (1,243,127.07)	\$ 325,593.76	
Net Increase in Balance/Cash Flow From December 1, 2024 to December 31, 2024						\$ 325,593.76	



FINANCIAL REPORT

ALL FUNDS | EXPENSES & REVENUES

Sequence: L, Fd		202306			202406			202506		
Description		Budget BUD23	Year to Date	%	Budget BUD24	Year to Date	%	Budget ADP25	Year to Date	%
E	Expenditure									
01	General Fund	7,503,210.00	3,322,580.14	44%	7,904,910.00	3,359,191.94	42%	7,715,916.00	3,569,591.71	46%
02	Food Service Fund	383,205.00	138,377.47	36%	475,972.00	212,256.95	45%	511,272.00	223,563.46	44%
04	Community Service	173,307.00	115,271.69	67%	240,967.00	93,706.41	39%	252,685.00	106,064.18	42%
06	Building Construction Fund	0.00	0.00	0%	36,000.00	35,378.78	98%	264,358.00	0.00	0%
07	Debt Service Fund	1,175,505.00	140,990.00	12%	1,177,800.00	126,400.00	11%	1,548,528.00	246,202.50	16%
E	Expenditure	9,235,227.00	3,717,219.30	40%	9,835,649.00	3,826,934.08	39%	10,292,759.00	4,145,421.85	40%
R	Revenue									
01	General Fund	(7,124,167.00)	(2,150,492.54)	30%	(7,760,002.00)	(2,304,851.62)	30%	(7,593,069.00)	(2,716,450.69)	36%
02	Food Service Fund	(401,540.00)	(168,569.72)	42%	(497,500.00)	(174,234.55)	35%	(481,070.00)	(180,547.89)	38%
04	Community Service	(158,930.00)	(53,152.85)	33%	(174,041.00)	(75,357.25)	43%	(188,505.00)	(98,163.40)	52%
06	Building Construction Fund	0.00	0.00	0%	(2,635,533.00)	(2,575,011.10)	98%	(45,000.00)	(54,212.93)	120%
07	Debt Service Fund	(1,162,368.00)	(526,076.14)	45%	(1,178,297.00)	(957,405.71)	81%	(1,603,388.00)	(1,260,709.83)	79%
21	Student Activity Account	0.00	(13,405.51)	0%	0.00	(1,983.37)	0%	0.00	4,946.29	0%
R	Revenue	(8,847,005.00)	(2,911,696.76)	33%	(12,245,373.00)	(6,088,843.60)	50%	(9,911,032.00)	(4,305,138.45)	43%



FINANCIAL REPORT

FUND 1 | REVENUES BY SOURCE

Sequence: Fd, O/S	Description	202306			202406			202506		
		Budget BUD23	Year to Date	%	Budget BUD24	Year to Date	%	Budget ADP25	Year to Date	%
01	General Fund									
	000 Local Revenues	(1,682,121.00)	(345,734.47)	21%	(1,818,631.00)	(572,328.30)	31%	(1,643,859.00)	(528,839.19)	32%
	200 State Revenues	(4,275,406.00)	(1,419,412.59)	33%	(4,710,481.00)	(1,496,730.25)	32%	(4,742,903.00)	(1,870,522.06)	39%
		(34,056.00)	0.00	0%	0.00	0.00	0%	0.00	0.00	0%
	200 State Revenues	(27,825.00)	(9,625.16)	35%	(26,248.00)	(8,235.60)	31%	(23,579.00)	(13,852.17)	59%
	300 State Revenues	(672,569.00)	(115,915.25)	17%	(1,017,477.00)	(185,617.91)	18%	(1,039,965.00)	(190,111.38)	18%
	400 Federal Revenues from State	(231,344.00)	0.00	0%	(148,519.00)	(40,051.06)	27%	(102,777.00)	(114,113.01)	111%
	500 Federal Revenues from Fed Sou	(48,909.00)	0.00	0%	(38,646.00)	0.00	0%	(39,986.00)	0.00	0%
	600 Loc Sales, Ins Recov & Jdgmnt	(151,937.00)	(259,805.07)	171%	0.00	(1,888.50)	0%	0.00	987.12	0%
01	General Fund	(7,124,167.00)	(2,150,492.54)	30%	(7,760,002.00)	(2,304,851.62)	30%	(7,593,069.00)	(2,716,450.69)	36%



FINANCIAL REPORT

FUND 1 | EXPENSES BY OBJECT

Sequence: Fd, O/S	Description	202306			202406			202506		
		Budget	Year to Date	%	Budget	Year to Date	%	Budget	Year to Date	%
		BUD23			BUD24			ADP25		
01 General Fund										
100 Salaries & Wages	3,939,478.00	1,614,740.98	41%	4,295,935.00	1,677,203.56	39%	4,288,023.00	1,785,665.38	42%	
200 Employee Benefits	932,965.00	367,385.74	39%	1,119,935.00	440,916.55	39%	1,245,156.00	437,317.26	35%	
300 Purchased Services	1,487,992.00	799,805.60	54%	1,443,025.00	636,890.81	44%	1,471,119.00	653,871.83	44%	
400 Supplies & Materials	890,330.00	386,093.56	43%	787,395.00	398,610.80	51%	573,418.00	544,201.37	95%	
500 Capital Expenditures	223,137.00	133,011.06	60%	234,000.00	190,376.73	81%	108,500.00	131,573.55	121%	
800 Other Expenditures	29,308.00	21,543.20	74%	24,620.00	15,193.49	62%	29,700.00	16,962.32	57%	
01 General Fund	7,503,210.00	3,322,580.14	44%	7,904,910.00	3,359,191.94	42%	7,715,916.00	3,569,591.71	46%	





MNTrust Monthly Statement

Minneota ISD #414

Please Note:

THE FUND WILL BE CLOSED JANUARY 20TH IN OBSERVANCE OF THE MARTIN LUTHER KING, JR. HOLIDAY

Activity Summary (31273-101) Operating

12/1/2024 - 12/31/2024

Investment Pool Summary	IS
Beginning Balance	\$2,603,688.00
Dividends	\$10,397.73
Purchases	\$1,074,820.31
Redemptions	(\$925,000.00)
Ending Balance	\$2,763,906.04
Average Monthly Rate	4.507%
Share Price	\$1.000
Total	\$2,763,906.04
Total Fixed Income	\$484,800.00
Account Total	\$3,248,706.04

Your PMA Representative
 Steve Pumper
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Minneota ISD #414
 Tara Skorczewski
 504 N. Monroe St.
 Minneota, MN 56264



PMA Financial Network
 2135 CityGate Lane, 7th Floor
 Naperville, IL 60563



MNTrust Monthly Statement

Minnesota ISD #414

Transaction Activity (31273-101) Operating

IS 12/1/2024 - 12/31/2024

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11161881	12/02/2024	12/02/2024	Phone Wire Purchase	\$0.00	\$350,000.00	\$1.000	350,000.000
11171915	12/02/2024	12/02/2024	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
11174473	12/04/2024	12/04/2024	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
11175498	12/05/2024	12/05/2024	State Funds Purchase, ISD 0414	\$0.00	\$3,336.00	\$1.000	3,336.000
11178558	12/10/2024	12/10/2024	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
11181042	12/12/2024	12/12/2024	State Funds Purchase, ISD 0414	\$0.00	\$44,373.45	\$1.000	44,373.450
11182900	12/13/2024	12/13/2024	State Funds Purchase, ISD 0414	\$0.00	\$348,102.80	\$1.000	348,102.800
11186373	12/18/2024	12/18/2024	State Funds Purchase, ISD 0414	\$0.00	\$18.60	\$1.000	18.600
11189486	12/20/2024	12/20/2024	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
11192068	12/26/2024	12/26/2024	Online Wire Redemption	(\$200,000.00)	\$0.00	\$1.000	(200,000.000)
11194406	12/30/2024	12/30/2024	State Funds Purchase, ISD 0414	\$0.00	\$328,989.46	\$1.000	328,989.460
11194699	12/30/2024	12/30/2024	Online Wire Redemption	(\$125,000.00)	\$0.00	\$1.000	(125,000.000)
11204181	12/31/2024	12/31/2024	Dividend Reinvest	\$0.00	\$10,397.73	\$1.000	10,397.730
				(\$925,000.00)	\$1,085,218.04		160,218.040

Beginning Balance: \$2,603,688.00 | Ending Balance: \$2,763,906.04



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

12/31/2024

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				12/31/2024		IS Account Balance	\$2,763,906.04	4.507%	\$1.000	\$2,763,906.04	\$2,763,906.04
CD	N	1362727-1	06/12/2024	06/12/2024	01/15/2025	Old Plank Trail Community Bank, National Association, IL	\$242,400.00	5.187%		\$249,874.75	\$242,400.00
CD	N	1362726-1	06/12/2024	06/12/2024	01/15/2025	Northbrook Bank and Trust Company, National Association, IL	\$242,400.00	5.187%		\$249,874.75	\$242,400.00
							\$3,248,706.04			\$3,263,655.54	\$3,248,706.04

Time and Dollar Weighted Average Portfolio Yield: 5.187%

Weighted Average Portfolio Maturity: 15.00 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
IS	85.077%	\$2,763,906.04	IS Account
CD	14.923%	\$484,800.00	Certificate of Deposit

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Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

N	Single FEIN
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MNTrust Monthly Statement

Minneota ISD #414

Please Note:

THE FUND WILL BE CLOSED JANUARY 20TH IN OBSERVANCE OF THE MARTIN LUTHER KING, JR. HOLIDAY

Activity Summary (31273-201) 2023A Bonds (Municipal Advisory Account)

12/1/2024 - 12/31/2024

Investment Pool Summary	IS
Beginning Balance	\$376,561.20
Dividends	\$1,441.32
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$378,002.52
Average Monthly Rate	4.507%
Share Price	\$1.000
Total	\$378,002.52
Total Fixed Income	\$318,152.34
Account Total	\$696,154.86

Your PMA Representative
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Minneota ISD #414
 Tara Skorczewski
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PMA Financial Network
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 Naperville, IL 60563



MNTrust Monthly Statement

Minnesota ISD #414

Transaction Activity (31273-201) 2023A Bonds

IS 12/1/2024 - 12/31/2024

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11204182	12/31/2024	12/31/2024	Dividend Reinvest	\$0.00	\$1,441.32	\$1.000	1,441.320
				\$0.00	\$1,441.32		1,441.320

Beginning Balance: \$376,561.20 | Ending Balance: \$378,002.52



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

12/31/2024

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				12/31/2024		IS Account Balance	\$378,002.52	4.507%	\$1.000	\$378,002.52	\$378,002.52
SEC	6	61804-1	09/26/2023	09/27/2023	08/31/2025	US TREASURY N/B, 91282CAJ0	\$91,402.34	4.988%		\$100,000.00	\$97,392.58
CD	N	1353390-1	09/12/2023	09/12/2023	09/11/2025	LATINO COMMUNITY CREDIT UNION, NC	\$226,750.00	5.043%		\$249,620.38	\$226,750.00
							\$696,154.86			\$727,622.90	\$702,145.10

Time and Dollar Weighted Average Portfolio Yield: 5.027%

Weighted Average Portfolio Maturity: 250.69 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
IS	54.299%	\$378,002.52	IS Account
SEC	13.130%	\$91,402.34	Securities
CD	32.572%	\$226,750.00	Certificate of Deposit

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Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

Security Codes

N | Single FEIN

6 | Treasury Note



MNTrust Monthly Statement

Minneota ISD #414

Please Note:

THE FUND WILL BE CLOSED JANUARY 20TH IN OBSERVANCE OF THE MARTIN LUTHER KING, JR. HOLIDAY

Activity Summary (31273-202) 2023B Taxable Bonds (Municipal Advisory Account)

12/1/2024 - 12/31/2024

Investment Pool Summary	IS
Beginning Balance	\$908,430.23
Dividends	\$3,477.07
Purchases	\$0.00
Redemptions	\$0.00
Ending Balance	\$911,907.30
Average Monthly Rate	4.507%
Share Price	\$1.000
Total	\$911,907.30
Total Fixed Income	\$1,014,146.88
Account Total	\$1,926,054.18

Your PMA Representative
 Steve Pumper
 (612) 509-2565
 spumper@pmanetwork.com

Minneota ISD #414
 Tara Skorczewski
 504 N. Monroe St.
 Minneota, MN 56264



PMA Financial Network
 2135 CityGate Lane, 7th Floor
 Naperville, IL 60563



MNTrust Monthly Statement

Minnesota ISD #414

Transaction Activity (31273-202) 2023B Taxable Bonds

IS 12/1/2024 - 12/31/2024

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11204183	12/31/2024	12/31/2024	Dividend Reinvest	\$0.00	\$3,477.07	\$1.000	3,477.070
				\$0.00	\$3,477.07		3,477.070

Beginning Balance: \$908,430.23 | Ending Balance: \$911,907.30



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

12/31/2024

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				12/31/2024		IS Account Balance	\$911,907.30	4.507%	\$1.000	\$911,907.30	\$911,907.30
CD	N	1353416-1	09/12/2023	09/12/2023	03/05/2025	ServisFirst Bank, FL	\$231,350.00	5.404%		\$249,847.00	\$231,350.00
SEC	6	61803-1	09/26/2023	09/27/2023	08/31/2025	US TREASURY N/B, 91282CAJ0	\$182,796.88	4.990%		\$200,000.00	\$194,785.16
CD	N	1353420-1	09/12/2023	09/12/2023	09/11/2025	First National Bank, AR	\$227,000.00	5.036%		\$249,861.59	\$227,000.00
CD	N	1353414-1	09/12/2023	09/12/2023	09/11/2025	Baxter Credit Union, IL	\$226,850.00	4.977%		\$249,867.79	\$226,850.00
CD	N	1353417-1	09/12/2023	09/12/2023	09/11/2025	First National Bank, ME	\$146,150.00	5.028%		\$161,143.66	\$146,150.00
							\$1,926,054.18			\$2,022,627.34	\$1,938,042.46

Time and Dollar Weighted Average Portfolio Yield: 5.034%

Weighted Average Portfolio Maturity: 209.07 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
IS	47.346%	\$911,907.30	IS Account
CD	43.163%	\$831,350.00	Certificate of Deposit
SEC	9.491%	\$182,796.88	Securities

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Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

Security Codes

N | Single FEIN

6 | Treasury Note

Minneota Public School
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$365,839.48
02	Food Service Fund	\$21,166.93
04	Community Service	\$1,745.71
07	Debt Service Fund	\$1,299,375.00
Report Total		\$1,688,127.12

Minneota Public School
Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
PMA	01812			US BANK		Wire
			E 07 005 910 000 000 710	2016A Bond Payment		\$235,000.00
			E 07 005 910 000 000 720	2016A Bond Interest		\$22,531.25
PO#:	Voucher #:	49677	Invoice	Invoice No: 2768340	1/15/2025	Paid Amt: \$257,531.25
						Check Amount: \$257,531.25
PMA	01812			US BANK		Wire
			E 07 005 910 000 000 720	2023B Bond Interest		\$52,800.00
PO#:	Voucher #:	49680	Invoice	Invoice No: 2761985	1/15/2025	Paid Amt: \$52,800.00
			E 07 005 910 000 000 710	2023A Bond Payment		\$170,000.00
			E 07 005 910 000 000 720	2023A Bond Interest		\$17,250.00
PO#:	Voucher #:	49681	Invoice	Invoice No: 2761986	1/15/2025	Paid Amt: \$187,250.00
			E 07 005 910 000 000 710	2016B Bond Payment		\$420,000.00
			E 07 005 910 000 000 720	2016B Bond Interest		\$17,450.00
PO#:	Voucher #:	49678	Invoice	Invoice No: 2768336	1/15/2025	Paid Amt: \$437,450.00
			E 07 005 910 000 000 710	2018A Bond Payment		\$210,000.00
			E 07 005 910 000 000 720	2018A Bond Interest		\$59,250.00
PO#:	Voucher #:	49679	Invoice	Invoice No: 2768313	1/15/2025	Paid Amt: \$269,250.00
						Check Amount: \$946,750.00
PMA	01812			US BANK		Wire
			E 07 005 910 000 000 710	2018B Bond Payment		\$80,000.00
			E 07 005 910 000 000 720	2018B Bond Interest		\$14,543.75
PO#:	Voucher #:	49683	Invoice	Invoice No: 2761950	1/15/2025	Paid Amt: \$94,543.75
						Check Amount: \$94,543.75
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire
			B 01 215 027	Group Health Insurance		\$34,062.02
PO#:	Voucher #:	49515	Invoice	Invoice No: 12/01/2024	12/17/2024	Paid Amt: \$34,062.02
						Check Amount: \$34,062.02
SBT	00127			COMMISSIONER OF REVENUE		Wire
			B 01 215 013	ST TAX		\$6,983.06
PO#:	Voucher #:	49523	Invoice	Invoice No: S2025120	12/20/2024	Paid Amt: \$6,983.06
						Check Amount: \$6,983.06
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire
			B 01 215 017	PERA		\$7,788.60
PO#:	Voucher #:	49524	Invoice	Invoice No: S2025120	12/20/2024	Paid Amt: \$7,788.60
						Check Amount: \$7,788.60

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	00710			TEACHERS RETIREMENT		Wire			
		B 01 215 018		TRA			\$25,679.91		
PO#:	Voucher #:	49526	Invoice	Invoice No: S2025120	12/20/2024	Paid Amt:	\$25,679.91	Check Amount:	\$25,679.91
SBT	2313			Educators Benefit Consultants		Wire			
		B 01 215 000		PAYROLL DEDUCTIONS			\$1,827.18		
		B 01 215 085		MED FSA			\$612.73		
		B 01 215 086		PAYROLL DEDUCTIONS			\$561.82		
PO#:	Voucher #:	49519	Invoice	Invoice No: S2025120	12/20/2024	Paid Amt:	\$3,001.73	Check Amount:	\$3,001.73
SBT	3017			EFTPS		Wire			
		B 01 215 010		FICA/MD			\$31,478.38		
		B 01 215 011		FED TAX			\$12,878.03		
PO#:	Voucher #:	49521	Invoice	Invoice No: S2025120	12/20/2024	Paid Amt:	\$44,356.41	Check Amount:	\$44,356.41
SBT	3022			Common Remitter		Wire			
		B 01 215 005		PAYANNU			\$5,326.15		
PO#:	Voucher #:	49527	Invoice	Invoice No: S2025120	12/20/2024	Paid Amt:	\$5,326.15		
		B 01 215 005		PAYANNU			\$200.34		
PO#:	Voucher #:	49525	Invoice	Invoice No: S2025120	12/20/2024	Paid Amt:	\$200.34		
		B 01 215 005		PAYANNU			\$983.47		
PO#:	Voucher #:	49520	Invoice	Invoice No: S2025120	12/20/2024	Paid Amt:	\$983.47	Check Amount:	\$6,509.96
SBT	4513			All Energy Solar		Wire			
		E 01 005 810 000 000 530		Solar Panel Project			\$5,000.00		
PO#:	Voucher #:	49544	Invoice	Invoice No: INV20490	12/27/2024	Paid Amt:	\$5,000.00	Check Amount:	\$5,000.00
SBT	2819			EMC Insurance Companies		Wire			
		E 01 005 760 000 720 340		Auto			\$1,293.63		
		E 01 005 940 000 000 340		Property, Liability			\$11,706.42		
PO#:	Voucher #:	49560	Invoice	Invoice No: 7002363272	1/2/2025	Paid Amt:	\$13,000.05	Check Amount:	\$13,000.05
SBT	4513			All Energy Solar		Wire			
		E 01 005 810 000 000 530		Solar Panel Project #87354			\$25,250.00		
PO#:	Voucher #:	49585	Invoice	Invoice No: 20189	12/31/2024	Paid Amt:	\$25,250.00	Check Amount:	\$25,250.00

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	00127			COMMISSIONER OF REVENUE		Wire			
				B 01 215 013	ST TAX		\$5,838.19		
PO#:	Voucher #:	49628	Invoice	Invoice No: S2025130	1/9/2025	Paid Amt:	\$5,838.19	Check Amount:	\$5,838.19
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
				B 01 215 017	PERA		\$6,113.15		
PO#:	Voucher #:	49629	Invoice	Invoice No: S2025130	1/9/2025	Paid Amt:	\$6,113.15	Check Amount:	\$6,113.15
SBT	00710			TEACHERS RETIREMENT		Wire			
				B 01 215 018	TRA		\$22,402.53		
PO#:	Voucher #:	49631	Invoice	Invoice No: S2025130	1/9/2025	Paid Amt:	\$22,402.53	Check Amount:	\$22,402.53
SBT	2313			Educators Benefit Consultants		Wire			
				B 01 215 000	PAYROLL DEDUCTIONS		\$1,561.42		
				B 02 215 000	PD&EmCon		\$52.46		
				B 01 215 085	MED FSA		\$825.00		
				B 01 215 086	PAYROLL DEDUCTIONS		\$645.83		
PO#:	Voucher #:	49623	Invoice	Invoice No: S2025130	1/9/2025	Paid Amt:	\$3,084.71	Check Amount:	\$3,084.71
SBT	3017			EFTPS		Wire			
				B 01 215 010	FICA/MD		\$26,483.50		
				B 01 215 011	FED TAX		\$10,940.64		
PO#:	Voucher #:	49625	Invoice	Invoice No: S2025130	1/9/2025	Paid Amt:	\$37,424.14	Check Amount:	\$37,424.14
SBT	3022			Common Remitter		Wire			
				B 01 215 005	PAYANNU		\$5,326.15		
PO#:	Voucher #:	49632	Invoice	Invoice No: S2025130	1/9/2025	Paid Amt:	\$5,326.15		
				B 01 215 005	PAYANNU		\$200.34		
PO#:	Voucher #:	49630	Invoice	Invoice No: S2025130	1/9/2025	Paid Amt:	\$200.34		
				B 01 215 005	PAYANNU		\$983.47		
PO#:	Voucher #:	49624	Invoice	Invoice No: S2025130	1/9/2025	Paid Amt:	\$983.47	Check Amount:	\$6,509.96
SBT	3034			elan Corporate		Wire			
				E 01 300 212 000 000 430	Pipe Cleaners Chenille Stems 1050 Pieces 30 A		\$19.99		
				E 01 300 212 000 000 430	500pcs Pipe Cleaners Craft,7 Assorted Colors F		\$15.58		
				E 01 300 212 000 000 430	Cutte 600pcs Craft Pipe Cleaners, Dark Green		\$16.68		

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01	300 212 000 000 430	Amazon Basics Purple Washable School Glue 5	\$8.55		
			E 01	300 212 000 000 430	Mandala Crafts Anodized Aluminum Wire for Sc	\$35.99		
			E 01	300 212 000 000 430	Aluminum Foil Wrap for Food -12 x 1000 FT (2 I	\$77.99		
			E 01	300 212 000 000 430	200PCS Pipe Cleaners Chenille Stem Set, 100F	\$8.49		
			E 01	300 212 000 000 430	Pipe Cleaners, 100Pcs Creative Crafting Pipe C	\$6.99		
			E 01	300 212 000 000 430	DECYOOL Fall Beads, 1500Pcs Fall Thanksgivi	\$7.99		
			E 01	300 212 000 000 430	LOKUNN Pipe Cleaners, 200 Pcs Yellow Pipe C	\$9.99		
			E 01	300 212 000 000 430	DaisyInner 700 Pcs Pastel Pipe Cleaners Cheni	\$23.99		
			E 01	300 212 000 000 430	Pipe Cleaners, 100PCS Christmas Pipe Cleanei	\$9.99		
			E 01	300 212 000 000 430	Crtiin 100 Sheets Black Sketch Drawing Paper I	\$43.98		
			E 01	300 212 000 000 430	Black Pipe Cleaners Chenille Stems (300 Pack)	\$7.99		
			E 01	300 212 000 000 430	Shipping	\$10.90		
PO#: 11023	Voucher #:	49675	Invoice	Invoice No:	Nov/Dec 24 Statement	1/14/2025	Paid Amt:	\$305.09
			E 01	005 257 000 000 401	Type-C Lay Flat Docking Station for M.2 PCIe N	\$67.92		
			E 01	005 257 000 000 401	Cotton Swabs 500ct	\$7.95		
			E 01	005 257 000 000 401	Alcohol Dispenser	\$6.29		
			E 01	005 257 000 000 401	Rubbing Alcohol	\$7.75		
			E 01	005 257 000 000 401	M.2 NVME/SATA Duplicator	\$115.99		
			E 01	005 257 000 000 401	NVMe & SSD to USB adapter	\$37.99		
			E 01	005 257 000 000 401	Freight	\$14.96		
PO#: 11031	Voucher #:	49676	Invoice	Invoice No:	Nov/Dec 24 Statement	1/14/2025	Paid Amt:	\$258.85
			E 01	100 203 033 000 430	K Buysse Elementary Supplies	\$37.45		
			E 01	005 640 000 316 366	Staff Development	\$140.05		
			E 01	100 790 000 000 369	Young Writers Conference	\$170.00		
			E 01	300 211 000 000 401	High School Supplies	\$19.96		
			E 01	300 211 000 000 430	Theater Books for Theater Class	\$22.66		
			E 01	005 257 000 000 401	Technology Supplies	\$12.74		
			E 01	300 215 000 000 430	D Moriarty Supplies	\$45.16		
			E 04	005 582 000 344 430	School Readiness Supplies	\$424.56		
			E 01	300 301 000 830 433	Building Trades Supplies	\$124.46		
PO#:	Voucher #:	49673	Invoice	Invoice No:	Nov/Dec 24 Statement	1/14/2025	Paid Amt:	\$997.04
			E 01	300 211 000 000 430	22 comedy Ten-minute plays	\$19.95		
PO#: 11029	Voucher #:	49674	Invoice	Invoice No:	Nov/Dec 24 Stmt	1/14/2025	Paid Amt:	\$19.95
							Check Amount:	\$1,580.93

Minneota Public School
Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51224	00710		TEACHERS RETIREMENT		Check
			E 01 005 110 000 000 401	RJ TRA Shortage		\$170.72
PO#:	Voucher #:	49410	Invoice	Invoice No: RJ Shortage	12/11/2024	Paid Amt: \$170.72
						Check Amount: \$170.72
SBT	51225	4338		Anthony Rybinski		Check
			E 01 300 296 213 000 305	12/12 JH GBB Official		\$60.00
PO#:	Voucher #:	49481	Invoice	Invoice No: 12/12 JH GBB	12/12/2024	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51226	4439		Braeden Panka		Check
			E 01 300 296 213 000 305	12/12 JH GBB Official		\$60.00
PO#:	Voucher #:	49484	Invoice	Invoice No: 12/12 JH GBB	12/12/2024	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51227	1107		KEVEN LARSON		Check
			E 01 300 296 213 000 305	12/12 JH GBB Official		\$60.00
PO#:	Voucher #:	49482	Invoice	Invoice No: 12/12 JH GBB	12/12/2024	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51228	4103		MARK HERMAN		Check
			E 01 300 296 213 000 305	12/12 JV/V GBB Official		\$150.00
PO#:	Voucher #:	49479	Invoice	Invoice No: 12/12 JV/V GBB	12/12/2024	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51229	4547		Phillip Westby		Check
			E 01 300 296 213 000 305	12/12 JV/V GBB Official		\$150.00
PO#:	Voucher #:	49480	Invoice	Invoice No: 12/12 JV/V GBB	12/12/2024	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51230	4196		REID BOT		Check
			E 01 300 296 213 000 305	12/12 JV/V GBB Official		\$150.00
PO#:	Voucher #:	49478	Invoice	Invoice No: 12/12 JV/V GBB	12/12/2024	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51231	4242		Ryan Dalager		Check
			E 01 300 296 213 000 305	12/12 JH GBB Official		\$60.00
PO#:	Voucher #:	49483	Invoice	Invoice No: 12/12 JH GBB	12/12/2024	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51232	4102		AARON BREHMER		Check
			E 01 300 294 213 000 305	12/13 JV BBB Official		\$150.00
PO#:	Voucher #:	49489	Invoice	Invoice No: 12/13 JV BBB	12/13/2024	Paid Amt: \$150.00
						Check Amount: \$150.00

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SBT	51233	4219		ALEX BUYSSE		Check	
			E 01	300 294 213 000 305	12/14 V BBB Official	\$150.00	
PO#:	Voucher #:	49496	Invoice	Invoice No:	12/14 V BBB	12/13/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
SBT	51234	4308		BLAKE KARAS		Check	
			E 01	300 294 213 000 305	12/13 V BBB Official	\$150.00	
PO#:	Voucher #:	49486	Invoice	Invoice No:	12/13 V BBB	12/13/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
SBT	51235	3958		CHRIS BAUMBERGER		Check	
			E 01	300 294 213 000 305	12/14 JV BBB Official	\$150.00	
PO#:	Voucher #:	49491	Invoice	Invoice No:	12/14 JV BBB	12/13/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
SBT	51236	3267		CRAIG NORLAND		Check	
			E 01	300 294 213 000 305	12/14 V BBB Official	\$150.00	
PO#:	Voucher #:	49495	Invoice	Invoice No:	12/14 V BBB	12/13/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
SBT	51237	3676		DANIEL DOLAN		Check	
			E 01	300 294 213 000 305	12/13 JV BBB Official	\$150.00	
PO#:	Voucher #:	49490	Invoice	Invoice No:	12/13 JV BBB	12/13/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
SBT	51238	4104		ED WATTS		Check	
			E 01	300 294 213 000 305	12/14 JV BBB Official	\$150.00	
PO#:	Voucher #:	49493	Invoice	Invoice No:	12/14 JV BBB	12/13/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
SBT	51239	4310		JOHN SCHMIDGALL		Check	
			E 01	300 294 213 000 305	12/13 V BBB Official	\$150.00	
PO#:	Voucher #:	49487	Invoice	Invoice No:	12/13 V BBB	12/13/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
SBT	51240	3616		MATTHEW JOHNSON		Check	
			E 01	300 294 213 000 305	12/13 V BBB Official	\$150.00	
PO#:	Voucher #:	49485	Invoice	Invoice No:	12/13 V BBB	12/13/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
SBT	51241	4112		NATHAN SERBUS		Check	
			E 01	300 294 213 000 305	12/14 V BBB Official	\$150.00	
PO#:	Voucher #:	49494	Invoice	Invoice No:	12/14 V BBB	12/13/2024	Paid Amt: \$150.00
							Check Amount: \$150.00

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51242	4196		REID BOT		Check
			E 01	300 294 213 000 305	12/13 JV BBB Official	\$150.00
PO#:	Voucher #:	49488	Invoice	Invoice No: 12/13 JV BBB	12/13/2024	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51243	3539		ROBERT DOLAN		Check
			E 01	300 294 213 000 305	12/14 JV BBB Official	\$150.00
PO#:	Voucher #:	49492	Invoice	Invoice No: 12/14 JV BBB	12/13/2024	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51244	4338		Anthony Rybinski		Check
			E 01	300 294 213 000 305	12/13 JH BBB Official	\$60.00
PO#:	Voucher #:	49505	Invoice	Invoice No: 12/13 JH BBB	12/17/2024	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51246	4548		Blackjack Boosters		Check
			E 04	005 505 280 321 305	2/15 Comm Ed Basketball	\$300.00
PO#:	Voucher #:	49509	Invoice	Invoice No: 2/15 Comm Ed Basketb	12/17/2024	Paid Amt: \$300.00
						Check Amount: \$300.00
SBT	51247	4452		Bob Slaba		Check
			E 01	300 294 213 000 305	1/2 JV/V BBB Official	\$150.00
PO#:	Voucher #:	49499	Invoice	Invoice No: 1/2 JV/V BBB	12/17/2024	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51248	3267		CRAIG NORLAND		Check
			E 01	300 294 213 000 305	12/17 JV/V BBB Official	\$150.00
PO#:	Voucher #:	49502	Invoice	Invoice No: 12/17 JV/V BBB	12/17/2024	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51249	3676		DANIEL DOLAN		Check
			E 01	300 294 213 000 305	1/2 JV/V BBB Official	\$150.00
PO#:	Voucher #:	49498	Invoice	Invoice No: 1/2 JV/V BBB	12/17/2024	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51250	3270		JEFFERY GLADIS		Check
			E 01	300 294 213 000 305	12/17 JV/V BBB Official	\$150.00
PO#:	Voucher #:	49501	Invoice	Invoice No: 12/17 JV/V BBB	12/17/2024	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51251	4437		Jim Reed		Check
			E 01	300 294 213 000 305	12/17 JV/V BBB Official	\$150.00
PO#:	Voucher #:	49503	Invoice	Invoice No: 12/17 JV/V BBB	12/17/2024	Paid Amt: \$150.00
						Check Amount: \$150.00

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51252	4251		Morgan Sanow		Check		
			E 01 300 294 213 000 305	12/13 JH BBB Official		\$60.00		
PO#:	Voucher #:	49504	Invoice	Invoice No: 12/13 JH BBB	12/17/2024		Paid Amt:	\$60.00
							Check Amount:	\$60.00
SBT	51254	3964		RYAN STOTESBERY		Check		
			E 01 300 294 213 000 305	1/2 JV/V BBB Official		\$150.00		
PO#:	Voucher #:	49500	Invoice	Invoice No: 1/2 JV/V BBB	12/17/2024		Paid Amt:	\$150.00
							Check Amount:	\$150.00
SBT	51255	4316		TMB GIRLS BASKETBALL		Check		
			E 01 300 296 213 000 369	1/11 Hoops Classic		\$80.00		
PO#:	Voucher #:	49497	Invoice	Invoice No: 1/11 Hoops Classic	12/17/2024		Paid Amt:	\$80.00
							Check Amount:	\$80.00
SBT	51256	01008		Willmar Middle School		Check		
			E 01 300 294 221 000 369	12/2 Wrestling Invite		\$100.00		
PO#:	Voucher #:	49508	Invoice	Invoice No: 12/2 Wrestling	12/17/2024		Paid Amt:	\$100.00
							Check Amount:	\$100.00
SBT	51257	4322		AFSCME		Check		
			B 01 215 079	12/10 Dues		\$386.76		
			B 01 215 079	12/23 Dues		\$386.76		
PO#:	Voucher #:	49517	Invoice	Invoice No: December Dues	12/17/2024		Paid Amt:	\$773.52
							Check Amount:	\$773.52
SBT	51258	00017		AMERICAN FAMILY ASSURANCE		Check		
			B 01 215 026	Group Cancer - Payroll Deduction		\$850.76		
PO#:	Voucher #:	49514	Invoice	Invoice No: 400882	12/17/2024		Paid Amt:	\$850.76
							Check Amount:	\$850.76
SBT	51259	4541		DS Erickson & Associates PLLC		Check		
			E 01 005 110 000 000 401	RS Garnishment		\$493.86		
PO#:	Voucher #:	49516	Invoice	Invoice No: RS Garnishment	12/17/2024		Paid Amt:	\$493.86
							Check Amount:	\$493.86
SBT	51260	01418		HORACE MANN		Check		
			B 01 215 051	JV - Auto Insurance		\$42.46		
			B 01 215 051	KL - Auto Insurance		\$512.00		
PO#:	Voucher #:	49513	Invoice	Invoice No: 220034A	12/17/2024		Paid Amt:	\$554.46
							Check Amount:	\$554.46

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Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51261	3303		Legal Shield		Check			
			B 01 215 033	Group Legal - Payroll Deduction			\$181.40		
PO#:	Voucher #:	49510	Invoice	Invoice No: 12/15/2024	12/17/2024	Paid Amt:	\$181.40		
						Check Amount:	\$181.40		
SBT	51262	1080		MN NCPERS Life Insurance		Check			
			B 01 215 025	SB Life - Payroll Deduction			\$16.00		
PO#:	Voucher #:	49511	Invoice	Invoice No: 185001012025	12/17/2024	Paid Amt:	\$16.00		
						Check Amount:	\$16.00		
SBT	51263	2490		USABLE Life		Check			
			B 01 215 027	Group Life - Payroll Deduction			\$154.00		
PO#:	Voucher #:	49512	Invoice	Invoice No: 01 Jan 2025	12/17/2024	Paid Amt:	\$154.00		
						Check Amount:	\$154.00		
SBT	51264	4423		Redwood Area Schools		Check			
			E 01 300 294 221 000 369	12/21 Wrestling Invite			\$375.00		
PO#:	Voucher #:	49518	Invoice	Invoice No: 12/21 Wrestling	12/18/2024	Paid Amt:	\$375.00		
						Check Amount:	\$375.00		
SBT	51265	01568		Minneota Education Minnesota Organization		Check			
			B 01 215 028	DUES			\$1,266.70		
PO#:	Voucher #:	49522	Invoice	Invoice No: S2025120	12/20/2024	Paid Amt:	\$1,266.70		
						Check Amount:	\$1,266.70		
SBT	51266	4551		Aleia Bueltel		Check			
			E 01 300 298 000 000 185	Extracurricular Games			\$90.00		
PO#:	Voucher #:	49529	Invoice	Invoice No: Dec. Games	12/27/2024	Paid Amt:	\$90.00		
						Check Amount:	\$90.00		
SBT	51267	4522		Bekkam Gillund		Check			
			E 01 300 298 000 000 185	Extracurricular Games			\$40.00		
PO#:	Voucher #:	49531	Invoice	Invoice No: Dec. Games	12/27/2024	Paid Amt:	\$40.00		
						Check Amount:	\$40.00		
SBT	51268	4537		Bradyn Hopper		Check			
			E 01 300 298 000 000 185	Extracurricular Games			\$40.00		
PO#:	Voucher #:	49533	Invoice	Invoice No: Dec. Games	12/27/2024	Paid Amt:	\$40.00		
						Check Amount:	\$40.00		
SBT	51269	4554		Brandon Castor		Check			
			E 01 300 298 000 000 185	Extracurricular Games			\$120.00		
PO#:	Voucher #:	49543	Invoice	Invoice No: Dec. Games	12/27/2024	Paid Amt:	\$120.00		
						Check Amount:	\$120.00		

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51270	2940		Carmen Yost		Check		
			E 01 300 298	000 000 185	Extracurricular Games	\$40.00		
PO#:	Voucher #:	49537	Invoice	Invoice No:	Dec. Games	12/27/2024	Paid Amt:	\$40.00
							Check Amount:	\$40.00
SBT	51271	4550		Carson Becker		Check		
			E 01 300 298	000 000 185	Extracurricular Games	\$80.00		
PO#:	Voucher #:	49528	Invoice	Invoice No:	Dec. Games	12/27/2024	Paid Amt:	\$80.00
							Check Amount:	\$80.00
SBT	51272	4552		Imogen Moriarty		Check		
			E 01 300 298	000 000 185	Extracurricular Games	\$120.00		
PO#:	Voucher #:	49539	Invoice	Invoice No:	Dec. Games	12/27/2024	Paid Amt:	\$120.00
							Check Amount:	\$120.00
SBT	51273	4457		Jackie Lacek		Check		
			E 01 300 298	000 000 185	Extracurricular Games	\$120.00		
PO#:	Voucher #:	49534	Invoice	Invoice No:	Dec. Games	12/27/2024	Paid Amt:	\$120.00
							Check Amount:	\$120.00
SBT	51274	4460		Janet Faris		Check		
			E 01 300 298	000 000 185	Extracurricular Games	\$40.00		
PO#:	Voucher #:	49542	Invoice	Invoice No:	Dec. Games	12/27/2024	Paid Amt:	\$40.00
							Check Amount:	\$40.00
SBT	51275	4231		JASMINE DESMET		Check		
			E 01 300 298	000 000 185	Extracurricular Games	\$160.00		
PO#:	Voucher #:	49530	Invoice	Invoice No:	Dec. Games	12/27/2024	Paid Amt:	\$160.00
							Check Amount:	\$160.00
SBT	51276	4240		JEREN ROST		Check		
			E 01 300 298	000 000 185	Extracurricular Games	\$40.00		
PO#:	Voucher #:	49535	Invoice	Invoice No:	Dec. Games	12/27/2024	Paid Amt:	\$40.00
							Check Amount:	\$40.00
SBT	51277	3403		Kim Gades		Check		
			E 01 300 298	000 000 185	Extracurricular Games	\$40.00		
PO#:	Voucher #:	49541	Invoice	Invoice No:	Dec. Games	12/27/2024	Paid Amt:	\$40.00
							Check Amount:	\$40.00
SBT	51278	4029		LOGAN SUSSNER		Check		
			E 01 300 298	000 000 185	Extracurricular Games	\$160.00		
PO#:	Voucher #:	49538	Invoice	Invoice No:	Dec. Games	12/27/2024	Paid Amt:	\$160.00
							Check Amount:	\$160.00

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51279	4553		Marylys Skaar		Check		
			E 01 300 298	000 000 185 Extracurricular Games		\$40.00		
PO#:	Voucher #:	49540	Invoice	Invoice No: Dec. Games	12/27/2024		Paid Amt:	\$40.00
							Check Amount:	\$40.00
SBT	51280	4531		Niara Gorecki		Check		
			E 01 300 298	000 000 185 Extracurricular Games		\$120.00		
PO#:	Voucher #:	49532	Invoice	Invoice No: Dec. Games	12/27/2024		Paid Amt:	\$120.00
							Check Amount:	\$120.00
SBT	51281	01854		ROBIN TRAEN		Check		
			E 01 300 298	000 000 185 Extracurricular Games		\$40.00		
PO#:	Voucher #:	49536	Invoice	Invoice No: Dec. Games	12/27/2024		Paid Amt:	\$40.00
							Check Amount:	\$40.00
SBT	51282	4009		AG PLUS COOPERATIVE		Check		
			E 01 005 810	192 000 440 Building Fuel 4001 @ 2.32		\$9,284.64		
PO#:	Voucher #:	49546	Invoice	Invoice No: 12/31/2024	1/2/2025		Paid Amt:	\$9,284.64
							Check Amount:	\$9,284.64
SBT	51283	4250		American Welding & Gas, Inc		Check		
			E 01 300 301	000 830 433 Argon and Carbon Dioxide		\$201.42		
			E 01 300 301	000 830 433 Hazardous Material Fee		\$39.74		
PO#:	Voucher #:	49547	Invoice	Invoice No: 0010537417	1/2/2025		Paid Amt:	\$241.16
			E 01 300 301	000 830 433 Cylinder Gas		\$58.76		
PO#:	Voucher #:	49548	Invoice	Invoice No: 0010517629	1/2/2025		Paid Amt:	\$58.76
							Check Amount:	\$299.92
SBT	51284	00838		B & B ELECTRICAL CONTRACTORS, INC.		Check		
			E 02 005 770	000 701 401 20 AMP Fuses		\$57.00		
PO#:	Voucher #:	49549	Invoice	Invoice No: 12273	1/2/2025		Paid Amt:	\$57.00
							Check Amount:	\$57.00
SBT	51285	00053		BARNES & NOBLE		Check		
			E 01 300 211	000 000 390 H Fadness Book Order		\$254.89		
PO#:	Voucher #:	49550	Invoice	Invoice No: 202525	1/2/2025		Paid Amt:	\$254.89
							Check Amount:	\$254.89
SBT	51286	1923		BLICK ART MATERIALS, LLC		Check		
			E 01 300 212	000 000 430 00018-5006 Blick Student Grade Tempera - B		\$9.14		
			E 01 300 212	000 000 430 00018-3007 Blick Student Grade Tempera - R		\$18.28		
PO#: 11022	Voucher #:	49551	Invoice	Invoice No: 4370086	1/2/2025		Paid Amt:	\$27.42
							Check Amount:	\$27.42

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51287	2323		Borch Sporting Goods		Check		
			E 01 300 294 211 000 401	Football Shirt - C Becker Donation		\$1,000.00		
PO#:	Voucher #:	49553	Invoice	Invoice No: AAZ03952-AZ00	1/2/2025	Paid Amt:	\$1,000.00	
			E 04 005 505 280 321 401	Comm Ed - Mesh Ref Shirts		\$194.00		
PO#:	Voucher #:	49552	Invoice	Invoice No: AAS004884-AS00	1/2/2025	Paid Amt:	\$194.00	
							Check Amount:	\$1,194.00
SBT	51288	4099		Cole Papers Inc		Check		
			E 01 005 810 000 000 401	White 2 Ply Kitchen Toll Roll		\$36.41		
			E 01 005 810 000 000 401	Pumice Hand Cleaner		\$108.22		
			E 01 005 810 000 000 401	Quick Change Dust Mop Frame		\$10.60		
			E 01 005 810 000 000 401	Quick Change Dust Mop Handle		\$9.89		
PO#:	Voucher #:	49554	Invoice	Invoice No: 10522309	1/2/2025	Paid Amt:	\$165.12	
			E 01 005 810 000 000 401	Betco Triforce Disinfectant		\$215.59		
PO#:	Voucher #:	49555	Invoice	Invoice No: 10519492	1/2/2025	Paid Amt:	\$215.59	
							Check Amount:	\$380.71
SBT	51289	4428		Dakota Potters Supply		Check		
			E 01 300 212 000 000 430	Raku 2 500#		\$245.00		
			E 01 300 212 000 000 430	Freight		\$135.00		
PO#:	11021	Voucher #:	49556	Invoice	Invoice No: Art Supplies	1/2/2025	Paid Amt:	\$380.00
							Check Amount:	\$380.00
SBT	51290	4381		Data Processing Design Inc.		Check		
			E 01 005 810 000 000 320	Monthly Fax Service		\$59.69		
PO#:	Voucher #:	49557	Invoice	Invoice No: EGOLD-12096039	1/2/2025	Paid Amt:	\$59.69	
							Check Amount:	\$59.69
SBT	51291	4343		Election Systems & Software		Check		
			E 01 005 105 000 000 305	Special Election - Layout Charge		\$41.95		
PO#:	Voucher #:	49558	Invoice	Invoice No: CD2113001	1/2/2025	Paid Amt:	\$41.95	
			E 01 005 105 000 000 305	Minneota Special Election		\$943.67		
PO#:	Voucher #:	49559	Invoice	Invoice No: CD2113000	1/2/2025	Paid Amt:	\$943.67	
							Check Amount:	\$985.62
SBT	51292	3793		Eric Sueker - Jostens		Check		
			E 01 005 010 000 000 401	Honor Certificate		\$40.30		
			E 01 005 010 000 000 401	Honor Certificate Cover		\$170.30		
			E 01 005 010 000 000 401	Diploma		\$250.80		
			E 01 005 010 000 000 401	Royal Blue Cover		\$422.40		

Minneota Public School
Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51292	3793		Eric Sueker - Jostens		Check			
			E 01 005 010 000 000 401	Shipping			\$66.85		
PO#:	10943	Voucher #:	49568	Invoice	Invoice No: 35462370	1/2/2025		Paid Amt:	\$950.65
								Check Amount:	\$950.65
SBT	51293	4094		ESJD - SIOUX FALLS		Check			
			E 02 005 770 000 701 495	Milk			\$2,061.84		
			E 02 005 770 000 701 490	Food			\$18.06		
PO#:		Voucher #:	49580	Invoice	Invoice No: 12/31/2024 Stmt	1/2/2025		Paid Amt:	\$2,079.90
								Check Amount:	\$2,079.90
SBT	51294	4374		Granite Telecommunications		Check			
			E 01 005 810 000 000 320	Phone Services			\$259.46		
PO#:		Voucher #:	49561	Invoice	Invoice No: 671278875	1/2/2025		Paid Amt:	\$259.46
								Check Amount:	\$259.46
SBT	51295	3440		Helman Fire Equipment		Check			
			E 01 005 865 000 347 305	Fire Equipment Inspection			\$942.00		
PO#:		Voucher #:	49562	Invoice	Invoice No: 42270A-IN	1/2/2025		Paid Amt:	\$942.00
								Check Amount:	\$942.00
SBT	51296	00310		IVANHOE PUBLIC SCHOOL		Check			
			E 01 005 760 000 726 360	Transportation Services			\$1,050.00		
PO#:		Voucher #:	49564	Invoice	Invoice No: May 23, 2024	1/2/2025		Paid Amt:	\$1,050.00
			E 01 005 760 000 726 360	Transportation Services			\$800.00		
PO#:		Voucher #:	49563	Invoice	Invoice No: December 30, 2024	1/2/2025		Paid Amt:	\$800.00
								Check Amount:	\$1,850.00
SBT	51297	4336		Jessica Verly		Check			
			E 01 005 760 000 723 360	Transportation Agreement - 12/6 - 12/16			\$768.83		
PO#:		Voucher #:	49565	Invoice	Invoice No: 12/6 - 12/16	1/2/2025		Paid Amt:	\$768.83
								Check Amount:	\$768.83
SBT	51298	00380		JOHNSON CONTROL INC		Check			
			E 01 005 865 000 380 350	Replacing Thermostat in Room 201			\$459.10		
PO#:		Voucher #:	49566	Invoice	Invoice No: 1-134897611998	1/2/2025		Paid Amt:	\$459.10
			E 01 005 865 000 380 350	Offline NSE			\$1,907.20		
PO#:		Voucher #:	49567	Invoice	Invoice No: 1-134942100171	1/2/2025		Paid Amt:	\$1,907.20
								Check Amount:	\$2,366.30

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51299	01175		MINN. ELEVATOR SERVICE, INC.		Check		
			E 01	005 865 000 347 305	January Monthly Service	\$207.01		
PO#:	Voucher #:	49545	Invoice	Invoice No: 1108121	1/2/2025	Paid Amt:	\$207.01	
						Check Amount:	\$207.01	
SBT	51300	2505		Minneota Bus Service		Check		
			E 01	005 760 000 720 305	Tuition Route	\$3,736.37		
			E 01	005 760 000 720 305	Regular Route	\$33,482.82		
PO#:	Voucher #:	49570	Invoice	Invoice No: 12/31/2024 Stmt	1/2/2025	Paid Amt:	\$37,219.19	
						Check Amount:	\$37,219.19	
SBT	51301	00501		MINNESOTA SCHOOL BOARD ASSOC		Check		
			E 01	005 010 000 000 366	E Coequet Phase 1 Attending	\$125.00		
			E 01	005 010 000 000 366	J Mead Phase 1 Attending	\$125.00		
			E 01	005 010 000 000 366	S Monson Phase 1 Attending	\$125.00		
PO#:	Voucher #:	49581	Invoice	Invoice No: INV-12152-B9Y9B4	1/2/2025	Paid Amt:	\$375.00	
						Check Amount:	\$375.00	
SBT	51302	2253		MN Dept of Labor & Industry		Check		
			E 01	005 865 000 347 305	ELV 1040804 Elevator Annual Op	\$100.00		
PO#:	Voucher #:	49569	Invoice	Invoice No: ALR0169351X	1/2/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
SBT	51303	3651		One Office Solution		Check		
			E 01	300 298 000 000 401	11x17 White Paper	\$53.97		
PO#:	Voucher #:	49571	Invoice	Invoice No: 588275-00	1/2/2025	Paid Amt:	\$53.97	
						Check Amount:	\$53.97	
SBT	51304	2706		Pepsi		Check		
			E 01	300 298 239 000 401	Pepsi	\$64.00		
			E 01	300 298 239 000 401	Diet Pepsi	\$64.00		
			E 01	300 298 239 000 401	Mountain Dew	\$64.00		
			E 01	300 298 239 000 401	Diet Mountain Dew	\$32.00		
			E 01	300 298 239 000 401	Dr Pepper	\$96.00		
			E 01	300 298 239 000 401	Diet Dr Pepper	\$64.00		
PO#:	Voucher #:	49572	Invoice	Invoice No: 2027863	1/2/2025	Paid Amt:	\$384.00	
						Check Amount:	\$384.00	
SBT	51305	00602		Performance Foodservice - Marshall		Check		
			E 02	005 770 000 701 490	Food Service	\$27.56		
PO#:	Voucher #:	49582	Invoice	Invoice No: 12/31/24 Stmt	1/2/2025	Paid Amt:	\$27.56	
			E 02	005 770 000 701 490	Food Service	\$11,488.01		

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SBT	51305	00602		Performance Foodservice - Marshall		Check	
			E 02	005 770 000 707 490	Ala Carte		\$1,228.80
			E 02	005 770 000 701 401	Supplies		\$221.42
PO#:	Voucher #:	49583	Invoice	Invoice No: 12/31/24 Stmt	1/2/2025	Paid Amt:	\$12,938.23
						Check Amount:	\$12,965.79
SBT	51306	00892		SCHOOL SPECIALTY, INC		Check	
			E 01	300 211 000 000 401	248962 White Card Stock Paper 8 1/2 x 11 pack		\$29.50
			E 01	300 211 000 000 401	2133279 quality park clasp Kraft envelope 10 x 1		\$51.98
			E 01	300 211 000 000 401	Pen Flair Assorted Set		\$69.28
PO#: 11019	Voucher #:	49573	Invoice	Invoice No: 208135198759	1/2/2025	Paid Amt:	\$150.76
						Check Amount:	\$150.76
SBT	51307	2785		SHI		Check	
			E 01	005 257 000 000 305	Duo Advantage for edu Faculty users Cisco Sys		\$1,840.00
PO#: 11009	Voucher #:	49574	Invoice	Invoice No: B1145698	1/2/2025	Paid Amt:	\$1,840.00
						Check Amount:	\$1,840.00
SBT	51308	00255		SOUTHWEST GLASS CENTER		Check	
			E 01	005 810 000 000 401	Single Cut Keys		\$60.00
			E 01	005 810 000 000 401	Key Stamp		\$7.50
PO#:	Voucher #:	49575	Invoice	Invoice No: 112148	1/2/2025	Paid Amt:	\$67.50
						Check Amount:	\$67.50
SBT	51309	4403		Sysco Western Minnesota, Inc.		Check	
			E 02	005 770 000 701 490	Food Service		\$672.25
PO#:	Voucher #:	49584	Invoice	Invoice No: 12/31/24 Stmt	1/2/2025	Paid Amt:	\$672.25
						Check Amount:	\$672.25
SBT	51310	00505		THE MINNEOTA MASCOT		Check	
			E 01	005 105 000 000 305	Legal Notice - Proposed School Construction Pr		\$223.20
PO#:	Voucher #:	49576	Invoice	Invoice No: 88973	1/2/2025	Paid Amt:	\$223.20
						Check Amount:	\$223.20
SBT	51311	00122		VIKING COCA-COLA BOTTLING		Check	
			E 01	300 298 239 000 401	Vitamin Water		\$19.75
			E 01	300 298 239 000 401	Concession Supplies		\$0.00
			E 01	300 298 239 000 401	Powerade Zero		\$58.50
			E 01	300 298 239 000 401	Coke		\$64.00
			E 01	300 298 239 000 401	Diet Coke		\$96.00
			E 01	300 298 239 000 401	Mello Yello		\$64.00
			E 01	300 298 239 000 401	Body Armour		\$54.50

Minneota Public School
Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51311	00122		VIKING COCA-COLA BOTTLING		Check
			E 01 300 298 239 000 401	Body Armour		\$27.25
PO#:	Voucher #:	49577	Invoice	Invoice No: 3581826	1/2/2025	Paid Amt: \$384.00
						Check Amount: \$384.00
SBT	51312	3580		Wabasso Public School		Check
			E 01 300 294 221 000 369	1/4 Wrestling Invite		\$150.00
PO#:	Voucher #:	49578	Invoice	Invoice No: 1/4 Wrestling	1/2/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51313	00286		YELLOW MEDICINE EAST		Check
			E 01 300 294 221 000 369	1/6 Wrestling Invite		\$50.00
PO#:	Voucher #:	49579	Invoice	Invoice No: 1/6 Wrestling	1/2/2025	Paid Amt: \$50.00
						Check Amount: \$50.00
SBT	51314	00255		SOUTHWEST GLASS CENTER		Check
			E 01 005 810 191 000 350	Installation of Replacement Glass		\$460.10
			E 01 005 810 191 000 350	On Site Labor		\$170.00
			E 01 005 810 191 000 350	Installation of Replacement Glass		(\$460.10)
			E 01 005 810 192 000 350	Installation of Replacement Glass		\$460.10
			E 01 005 810 191 000 350	On Site Labor		(\$170.00)
			E 01 005 810 192 000 350	On Site Labor		\$170.00
PO#:	Voucher #:	49213	Invoice	Invoice No: 111963	1/6/2025	Paid Amt: \$630.10
						Check Amount: \$630.10
SBT	51315	3695		AP Design		Check
			E 01 005 810 000 000 401	Name Plates		\$89.40
PO#:	Voucher #:	49593	Invoice	Invoice No: 89323	1/6/2025	Paid Amt: \$89.40
						Check Amount: \$89.40
SBT	51316	4439		Braeden Panka		Check
			E 01 300 296 213 000 305	1/6 JH BBB Official		\$60.00
PO#:	Voucher #:	49592	Invoice	Invoice No: 1/6 JH BBB	1/6/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51317	2940		Carmen Yost		Check
			E 01 300 298 000 000 185	12/10 Ticket Taker		\$40.00
PO#:	Voucher #:	49586	Invoice	Invoice No: Missed Game - 12/10	1/6/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51318	4231		JASMINE DESMET		Check
			E 01 300 298 000 000 185	12/13 Scoreboard Missing		\$40.00

Minneota Public School
Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51318	4231		JASMINE DESMET		Check
			E 01 300 298 000 000 185	12/14 Scoreboard Missing		\$40.00
PO#:	Voucher #:	49588	Invoice	Invoice No: 12/13 & 12/14 JV	1/6/2025	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	51319	1107		KEVEN LARSON		Check
			E 01 300 296 213 000 305	1/6 JH GBB Official		\$60.00
PO#:	Voucher #:	49591	Invoice	Invoice No: 1/6 JH GBB	1/6/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51320	4087		LEAH FADNESS		Check
			E 01 300 296 213 000 305	1/6 JH GBB Official		\$60.00
PO#:	Voucher #:	49590	Invoice	Invoice No: 1/6 JH GBB	1/6/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51321	4553		Maryls Skaar		Check
			E 01 300 298 000 000 185	12/10 Ticket Taker		\$40.00
PO#:	Voucher #:	49587	Invoice	Invoice No: Missed Game - 12/10	1/6/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51322	2217		MASSP		Check
			E 01 005 640 000 316 366	Pre Conference Workshop - HA		\$0.00
			E 01 005 640 000 316 366	Full Winter Conference - HA		\$405.00
PO#:	Voucher #:	49594	Invoice	Invoice No: WC9210	1/6/2025	Paid Amt: \$405.00
						Check Amount: \$405.00
SBT	51323	4242		Ryan Dalager		Check
			E 01 300 294 213 000 305	1/6 JH BBB Official		\$60.00
PO#:	Voucher #:	49589	Invoice	Invoice No: 1/6 JH BBB	1/6/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51324	4502		Terri Myhre		Check
			E 01 005 110 000 000 401	ACH Return 12/23 Payroll		\$761.89
PO#:	Voucher #:	49595	Invoice	Invoice No: ACH Return	1/7/2025	Paid Amt: \$761.89
						Check Amount: \$761.89
SBT	51325	4250		American Welding & Gas, Inc		Check
			E 01 300 301 000 830 433	Welding Gas		\$60.41
PO#:	Voucher #:	49605	Invoice	Invoice No: 0010560032	1/7/2025	Paid Amt: \$60.41
						Check Amount: \$60.41
SBT	51326	2927		Big Stone Therapies, Inc.		Check
			E 01 005 404 000 740 394	PT Mileage		\$3.35
			E 01 005 404 000 740 394	PT		\$1,249.16

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51326	2927		Big Stone Therapies, Inc.		Check		
			E 01	005 404 000 740 394	PT Drive Time	\$86.36		
PO#:	Voucher #:	49604	Invoice	Invoice No: 27802	1/7/2025	Paid Amt:	\$1,338.87	
			E 01	005 404 000 740 394	PT Mileage	\$2.01		
			E 01	005 404 000 740 394	PT	\$809.88		
			E 01	005 404 000 740 394	PT Drive Time	\$34.68		
PO#:	Voucher #:	49606	Invoice	Invoice No: 27985	1/7/2025	Paid Amt:	\$846.57	
						Check Amount:	\$2,185.44	
SBT	51327	00240		Brad's Market		Check		
			E 01	300 331 000 830 433	FACS Class Supplies	\$482.04		
			E 01	300 250 000 000 430	FACS Class - JH	\$212.15		
			E 02	005 770 000 701 490	Food Service - Bread	\$532.92		
			E 02	005 770 000 701 490	Food Service	\$634.91		
			E 04	005 505 290 321 401	Trap Team Concessions	\$563.59		
			E 01	300 298 239 000 401	Concession Expenses	\$731.86		
			E 04	005 580 000 325 401	ECFE Supplies	\$102.37		
			E 04	005 582 000 344 401	School Readiness Supplies	\$47.19		
PO#:	Voucher #:	49607	Invoice	Invoice No: 12/31/2024	1/7/2025	Paid Amt:	\$3,307.03	
						Check Amount:	\$3,307.03	
SBT	51328	4439		Braeden Panka		Check		
			E 01	300 294 213 000 305	1/9 JH BBB Official	\$60.00		
PO#:	Voucher #:	49622	Invoice	Invoice No: 1/9 JH BBB	1/7/2025	Paid Amt:	\$60.00	
						Check Amount:	\$60.00	
SBT	51329	4448		Brian Rodas		Check		
			E 01	300 294 221 000 305	1/7 JH Wrestling	\$100.00		
PO#:	Voucher #:	49617	Invoice	Invoice No: 1/7 Wrestling	1/7/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
SBT	51330	00092		CARLSON & STEWART REFRIG		Check		
			E 01	005 810 000 000 350	Clean & Sanitize Ice Machines	\$303.05		
PO#:	Voucher #:	49609	Invoice	Invoice No: 64878	1/7/2025	Paid Amt:	\$303.05	
			E 02	005 770 000 701 350	6 Months Preventative Maintenance	\$487.80		
PO#:	Voucher #:	49608	Invoice	Invoice No: 64877	1/7/2025	Paid Amt:	\$487.80	
						Check Amount:	\$790.85	

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51331	4099		Cole Papers Inc		Check		
			E 02	005 770 000 701 401	Betco Green Earth Push Cleaner	\$259.08		
PO#:	Voucher #:	49610	Invoice	Invoice No: 10527222	1/7/2025	Paid Amt:	\$259.08	
						Check Amount:	\$259.08	
SBT	51332	4208		COORDINATED BUSINESS SYSTEMS		Check		
			E 01	005 257 000 302 560	Monthly Useage Statement	\$2,273.14		
PO#:	Voucher #:	49597	Invoice	Invoice No: INV432049	1/7/2025	Paid Amt:	\$2,273.14	
						Check Amount:	\$2,273.14	
SBT	51333	3267		CRAIG NORLAND		Check		
			E 01	300 294 213 000 305	1/7 JV/V BBB Official	\$150.00		
PO#:	Voucher #:	49618	Invoice	Invoice No: 1/7 JV/V BBB	1/7/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
SBT	51334	00275		GISLASON'S HARDWARE		Check		
			E 01	005 810 000 000 401	Custodial Supplies	\$40.35		
			E 01	300 301 000 830 433	Shop Supplies	\$246.99		
PO#:	Voucher #:	49611	Invoice	Invoice No: 12/31/24 Stmt	1/7/2025	Paid Amt:	\$287.34	
						Check Amount:	\$287.34	
SBT	51335	4336		Jessica Verly		Check		
			E 01	005 760 000 723 360	Transportation Agreement - 12/17 - 1/6	\$768.15		
PO#:	Voucher #:	49598	Invoice	Invoice No: 12/17 - 1/6	1/7/2025	Paid Amt:	\$768.15	
						Check Amount:	\$768.15	
SBT	51336	4437		Jim Reed		Check		
			E 01	300 294 213 000 305	1/7 JV/V BBB Official	\$150.00		
PO#:	Voucher #:	49619	Invoice	Invoice No: 1/7 JV/V BBB	1/7/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
SBT	51337	4022		JORDAN THOMPSON		Check		
			E 01	300 294 213 000 305	1/7 JV/V BBB Official	\$150.00		
PO#:	Voucher #:	49620	Invoice	Invoice No: 1/7 JV/V BBB	1/7/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
SBT	51338	4556		Matthew & Chelbi West		Check		
			R 04	005 582 000 344 050	School Readiness Refund per Parent	\$114.00		
PO#:	Voucher #:	49596	Invoice	Invoice No: SR Refund Per Parent	1/7/2025	Paid Amt:	\$114.00	
						Check Amount:	\$114.00	
SBT	51339	1828		Minneota Building Materials		Check		
			E 02	005 770 000 701 401	Kitchen Supplies	\$28.48		
			E 01	300 301 000 830 433	Shop Supplies - HS	\$423.13		

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51339	1828		Minneota Building Materials		Check		
			E 01	300 255 000 000 430	Shop Supplies - JH	\$418.60		
PO#:	Voucher #:	49612	Invoice	Invoice No: 12/31/24 Stmt	1/7/2025		Paid Amt:	\$870.21
							Check Amount:	\$870.21
SBT	51340	00528		MUSIC STREET		Check		
			E 01	300 258 233 000 350	Work Order - Selmer Bundy	\$42.00		
PO#:	Voucher #:	49599	Invoice	Invoice No: 189608474	1/7/2025		Paid Amt:	\$42.00
			E 01	300 258 233 000 430	Clarinet Ligature	\$6.36		
PO#:	Voucher #:	49602	Invoice	Invoice No: 189158657	1/7/2025		Paid Amt:	\$6.36
			E 01	300 258 233 000 350	Work Order - Jupiter Bari Sax	\$55.00		
PO#:	Voucher #:	49601	Invoice	Invoice No: 189203992	1/7/2025		Paid Amt:	\$55.00
			E 01	300 258 233 000 350	Work Order - Yanagisawa 901	\$18.00		
PO#:	Voucher #:	49600	Invoice	Invoice No: 189205641	1/7/2025		Paid Amt:	\$18.00
			E 01	300 258 233 000 430	Band Lesson Books	\$163.85		
PO#:	Voucher #:	49603	Invoice	Invoice No: 189158469	1/7/2025		Paid Amt:	\$163.85
							Check Amount:	\$285.21
SBT	51341	4453		Peter Janiszkeski		Check		
			E 01	300 294 221 000 305	1/7 Wrestling Invite	\$305.00		
PO#:	Voucher #:	49616	Invoice	Invoice No: 1/7 Wrestling	1/7/2025		Paid Amt:	\$305.00
							Check Amount:	\$305.00
SBT	51342	4242		Ryan Dalager		Check		
			E 01	300 294 213 000 305	1/9 JH BBB Official	\$60.00		
PO#:	Voucher #:	49621	Invoice	Invoice No: 1/9 JH BBB	1/7/2025		Paid Amt:	\$60.00
							Check Amount:	\$60.00
SBT	51343	4362		SeaChange Print Innovations		Check		
			E 01	005 105 000 000 305	Election Day Ballots	\$324.00		
			E 01	005 105 000 000 305	Test Ballots	\$6.75		
			E 01	005 105 000 000 305	Coding Ballots	\$2.70		
			E 01	005 105 000 000 305	Sample Ballots	\$0.54		
			E 01	005 105 000 000 305	Freight	\$23.91		
PO#:	Voucher #:	49613	Invoice	Invoice No: 43351	1/7/2025		Paid Amt:	\$357.90
							Check Amount:	\$357.90
SBT	51344	00211		SW/WC SERVICE COOPERATIVES		Check		
			E 01	005 110 000 000 570	Level IV Lease - 2nd Quarter	\$4,455.22		
			E 01	005 110 000 000 571	Level IV Interest - 2nd Quarter	\$1,318.78		
			E 01	005 257 000 000 305	Cyber Security	\$392.19		

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51344	00211		SW/WC SERVICE COOPERATIVES		Check			
			E 01 005 257 000 000 305	Tech Support			\$1,772.50		
PO#:	Voucher #:	49614	Invoice	Invoice No: 12/31/24 Stmt	1/7/2025			Paid Amt:	\$7,938.69
								Check Amount:	\$7,938.69
SBT	51345	01812		US BANK		Check			
			E 07 005 910 000 000 790	2018B Facilities Management			\$550.00		
PO#:	Voucher #:	49615	Invoice	Invoice No: 7583540	1/7/2025			Paid Amt:	\$550.00
								Check Amount:	\$550.00
SBT	51347	3267		CRAIG NORLAND		Check			
			E 01 300 294 213 000 305	1/9 GBB Official			\$150.00		
PO#:	Voucher #:	49634	Invoice	Invoice No: 1/9 GBB	1/9/2025			Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	51348	4437		Jim Reed		Check			
			E 01 300 294 213 000 305	1/9 GBB Official			\$150.00		
PO#:	Voucher #:	49635	Invoice	Invoice No: 1/9 GBB	1/9/2025			Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	51349	1107		KEVEN LARSON		Check			
			E 01 300 294 213 000 305	1/9 GBB Official			\$60.00		
PO#:	Voucher #:	49633	Invoice	Invoice No: 1/9 GBB	1/9/2025			Paid Amt:	\$60.00
								Check Amount:	\$60.00
SBT	51350	01568		Minneota Education Minnesota Organization		Check			
			B 01 215 028	DUES			\$1,266.70		
PO#:	Voucher #:	49626	Invoice	Invoice No: S2025130	1/9/2025			Paid Amt:	\$1,266.70
								Check Amount:	\$1,266.70
SBT	51351	3105		MN Child Support Payment Center		Check			
			B 01 215 080	PAYROLL DEDUCTIONS			\$308.40		
PO#:	Voucher #:	49627	Invoice	Invoice No: S2025130	1/9/2025			Paid Amt:	\$308.40
								Check Amount:	\$308.40
SBT	51352	4112		NATHAN SERBUS		Check			
			E 01 300 294 213 000 305	1/9 GBB Official			\$150.00		
PO#:	Voucher #:	49637	Invoice	Invoice No: 1/9 GBB	1/9/2025			Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	51353	4136		JARED JOSEPHSON		Check			
			E 01 300 296 213 000 305	1/9 GBB Official			\$60.00		
PO#:	Voucher #:	49638	Invoice	Invoice No: 1/9 GBB	1/10/2025			Paid Amt:	\$60.00
								Check Amount:	\$60.00

Minneota Public School Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51354	4444		Eric Hanson		Check
			E 01 300 296 213 000 305	1/10 GBB Official		\$150.00
PO#:	Voucher #:	49640	Invoice	Invoice No: 1/10 GBB	1/10/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51355	4306		JASON BOE		Check
			E 01 300 294 213 000 305	1/10 BBB Official		\$150.00
PO#:	Voucher #:	49643	Invoice	Invoice No: 1/10 BBB	1/10/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51356	4199		JOSHUA FREDICKSON		Check
			E 01 300 296 213 000 305	1/10 GBB Official		\$150.00
PO#:	Voucher #:	49644	Invoice	Invoice No: 1/10 GBB	1/10/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51357	4101		MICK STOKES		Check
			E 01 300 296 213 000 305	1/10 GBB Official		\$150.00
PO#:	Voucher #:	49642	Invoice	Invoice No: 1/10 GBB	1/10/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51358	4196		REID BOT		Check
			E 01 300 296 213 000 305	1/10 GBB Official		\$150.00
PO#:	Voucher #:	49639	Invoice	Invoice No: 1/10 GBB	1/10/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51359	1496		Tracy High School		Check
			E 01 300 294 221 000 369	1/13 Wrestling Invite		\$100.00
PO#:	Voucher #:	49645	Invoice	Invoice No: 1/13 Wrestling	1/10/2025	Paid Amt: \$100.00
						Check Amount: \$100.00
SBT	51360	4217		ALEXANDRIA AREA HIGH SCHOOL		Check
			E 01 300 294 221 000 369	1/11 Wrestling Invite		\$225.00
PO#:	Voucher #:	49646	Invoice	Invoice No: 1/11 Wrestling	1/10/2025	Paid Amt: \$225.00
						Check Amount: \$225.00
SBT	51361	4093		ABBY HENNEN		Check
			E 01 300 296 213 000 305	1/14 JH GBB Official		\$60.00
PO#:	Voucher #:	49655	Invoice	Invoice No: 1/14 GBB	1/14/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51362	4093		ABBY HENNEN		Check
			E 01 300 296 213 000 305	1/16 GBB Official		\$60.00
PO#:	Voucher #:	49669	Invoice	Invoice No: 1/16 GBB	1/14/2025	Paid Amt: \$60.00
						Check Amount: \$60.00

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51363	4481		Adam Foslien		Check		
			E 01	300 296 213 000 305	1/16 GBB Official	\$150.00		
PO#:	Voucher #:	49667	Invoice	Invoice No: 1/16 GBB	1/14/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
SBT	51364	4009		AG PLUS COOPERATIVE		Check		
			E 01	005 760 000 720 350	Service Work on Vehicle	\$663.89		
PO#:	Voucher #:	49657	Invoice	Invoice No: 12/31/24 Stmt	1/14/2025	Paid Amt:	\$663.89	
						Check Amount:	\$663.89	
SBT	51365	4522		Bekkam Gillund		Check		
			E 01	300 298 000 000 185	1/17 BBB Game	\$40.00		
PO#:	Voucher #:	49658	Invoice	Invoice No: 1/17 BBB	1/14/2025	Paid Amt:	\$40.00	
						Check Amount:	\$40.00	
SBT	51366	3729		Border States Electric		Check		
			E 01	300 301 000 830 433	Impact & Wretchet Kit	\$199.00		
PO#:	Voucher #:	49653	Invoice	Invoice No: 929692186	1/14/2025	Paid Amt:	\$199.00	
						Check Amount:	\$199.00	
SBT	51367	4537		Bradyn Hopper		Check		
			E 01	300 298 000 000 185	1/17 BBB Game	\$40.00		
PO#:	Voucher #:	49659	Invoice	Invoice No: 1/17 BBB	1/14/2025	Paid Amt:	\$40.00	
						Check Amount:	\$40.00	
SBT	51368	00116		CITY OF MINNEOTA		Check		
			E 01	005 810 183 000 330	Water/Sewer	\$4,099.08		
			E 01	005 810 186 000 330	Garbage	\$2,320.15		
PO#:	Voucher #:	49666	Invoice	Invoice No: 12/31/24 Stmt	1/14/2025	Paid Amt:	\$6,419.23	
						Check Amount:	\$6,419.23	
SBT	51369	3310		CLINT SCHILLER		Check		
			E 01	300 296 213 000 305	1/16 GBB Official	\$150.00		
PO#:	Voucher #:	49670	Invoice	Invoice No: 1/16 GBB	1/14/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
SBT	51370	4381		Data Processing Design Inc.		Check		
			E 01	005 810 000 000 320	Monthly Statement	\$30.99		
PO#:	Voucher #:	49649	Invoice	Invoice No: EGOLD-12100819	1/14/2025	Paid Amt:	\$30.99	
						Check Amount:	\$30.99	

Minneota Public School

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51371	3477		ERIC ASCHE		Check			
			E 01 300 296 213 000 305	1/16 GBB Official		\$150.00			
PO#:	Voucher #:	49668	Invoice	Invoice No: 1/16 GBB	1/14/2025		Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
SBT	51372	4374		Granite Telecommunications		Check			
			E 01 005 810 000 000 320	Monthly Statement		\$75.64			
PO#:	Voucher #:	49664	Invoice	Invoice No: 678160229	1/14/2025		Paid Amt:	\$75.64	
							Check Amount:	\$75.64	
SBT	51373	4240		JEREN ROST		Check			
			E 01 300 298 000 000 185	1/17 BBB Extracurricular		\$40.00			
PO#:	Voucher #:	49660	Invoice	Invoice No: 1/17 BBB	1/14/2025		Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
SBT	51374	4116		MINNEOTA CAR WASH LLC		Check			
			E 01 005 760 000 720 350	Better Car Wash		\$18.00			
PO#:	Voucher #:	49647	Invoice	Invoice No: 213	1/14/2025		Paid Amt:	\$18.00	
							Check Amount:	\$18.00	
SBT	51375	00498		MINNESOTA UI FUND		Check			
			E 01 005 770 000 000 281	Food Service Unemployment		\$24.00			
PO#:	Voucher #:	49648	Invoice	Invoice No: 07986821	1/14/2025		Paid Amt:	\$24.00	
							Check Amount:	\$24.00	
SBT	51376	4251		Morgan Sanow		Check			
			E 01 300 296 213 000 305	1/14 JH GBB Official		\$60.00			
PO#:	Voucher #:	49656	Invoice	Invoice No: 1/14 GBB	1/14/2025		Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	51377	4251		Morgan Sanow		Check			
			E 01 300 296 213 000 305	1/16 GBB Official		\$60.00			
PO#:	Voucher #:	49671	Invoice	Invoice No: 1/16 GBB	1/14/2025		Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	51378	3651		One Office Solution		Check			
			E 01 005 110 000 000 401	Copy Paper 8x11		\$1,455.00			
PO#:	Voucher #:	49650	Invoice	Invoice No: 592718-00	1/14/2025		Paid Amt:	\$1,455.00	
							Check Amount:	\$1,455.00	
SBT	51379	00560		OTTERTAIL POWER CO		Check			
			E 01 005 810 184 000 330	School Building Electricity		\$5,218.79			
			E 01 005 810 184 000 330	Ballfield Electricity		\$195.26			
			E 01 005 810 184 000 330	Liftpump Electricity		\$33.53			

Minneota Public School
Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51379	00560		OTTERTAIL POWER CO		Check			
			E 01 005 810 184 000 330	Garage Electricity			\$29.04		
PO#:	Voucher #:	49665	Invoice	Invoice No: 12/31/24 Stmt	1/14/2025			Paid Amt: \$5,476.62	
								Check Amount: \$5,476.62	
SBT	51380	4018		PEMBERTON LAW, P.L.L.P		Check			
			E 01 005 010 000 000 305	Professional Services			\$295.00		
PO#:	Voucher #:	49661	Invoice	Invoice No: 20206311.000	1/14/2025			Paid Amt: \$295.00	
								Check Amount: \$295.00	
SBT	51381	2706		Pepsi		Check			
			E 01 300 298 239 000 401	Mountain Dew			\$128.00		
			E 01 300 298 239 000 401	Dr Pepper			\$96.00		
			E 01 300 298 239 000 401	Root Beer			\$32.00		
PO#:	Voucher #:	49663	Invoice	Invoice No: 2028289	1/14/2025			Paid Amt: \$256.00	
			E 01 300 298 239 000 401	Mountain Dew			\$128.00		
			E 01 300 298 239 000 401	Dr Pepper			\$128.00		
			E 01 300 298 239 000 401	Diet Dr Pepper			\$32.00		
PO#:	Voucher #:	49672	Invoice	Invoice No: 2028469	1/14/2025			Paid Amt: \$288.00	
								Check Amount: \$544.00	
SBT	51382	3610		RESTAURANT DESIGN EQUIPMENT & SUPPLY		Check			
			E 02 005 770 000 701 350	SAL-300 Disposer			\$3,000.00		
			E 02 005 770 000 701 350	Seismic Flange for Support			\$66.34		
			E 02 005 770 000 701 350	Freight			\$330.00		
PO#:	Voucher #:	49651	Invoice	Invoice No: 036179	1/14/2025			Paid Amt: \$3,396.34	
								Check Amount: \$3,396.34	
SBT	51383	00505		THE MINNEOTA MASCOT		Check			
			E 01 005 010 000 000 305	School Board Minutes			\$186.00		
PO#:	Voucher #:	49652	Invoice	Invoice No: 89123	1/14/2025			Paid Amt: \$186.00	
								Check Amount: \$186.00	
SBT	51384	3279		TOLK GRAVELING LLC		Check			
			E 01 005 810 191 000 350	Loaders - Snow Removal			\$1,360.00		
PO#:	Voucher #:	49662	Invoice	Invoice No: 7836	1/14/2025			Paid Amt: \$1,360.00	
								Check Amount: \$1,360.00	
SBT	51385	4557		West Lyon High School		Check			
			E 01 300 294 221 000 369	1/18 Wrestling Invite			\$100.00		
PO#:	Voucher #:	49654	Invoice	Invoice No: 1/18 Wrestling	1/14/2025			Paid Amt: \$100.00	
								Check Amount: \$100.00	

Detail Payment Register By Check

Check Number: 51224-2147483647 Payment Date: 12/11/2024-1/31/2025 Period: 202501-202507 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51386	4239		MCKENNA YOST		Check
			E 01 005 110 000 000 401	Cookies for SB		\$34.00
PO#:	Voucher #:	49682	Invoice	Invoice No: 115	1/15/2025	Paid Amt: \$34.00
						Check Amount: \$34.00
						Report Total: \$1,688,127.12

LEADERSHIP

REPORTS

- Enrollment as of 1/14/25 is **305 (down 1 since 12/16)**
 - PreK: 57
 - K: 30
 - 1: 41
 - 2: 33 (down 1)
 - 3: 42
 - 4: 31
 - 5: 33
 - 6: 38

FastBridge Universal Screening Presentation

Link: [HERE](#)



Elementary Updates

School Board Report

Nicolle Johnston

Curriculum Update

- K-5 is looking at EL Open Up Curriculum
 - Approved by MDE
 - Met with a rep on 1/14 for a presentation and Q&A Session

Important Events

- Young Writers Conference
- Paraprofessional Recognition Week (Last Week of January)
- Setting 3 Programming
- Full-Time Math Corps (K-3)
- MCAs

January 2025

High School

January 2025-Board Report

Current Updates

- 86% are passing in ALL of their classes.
 - ◆ 83.5% 7th & 8th Grade
 - ◆ 88.7% 9th - 12th Grade
- 93% Average Daily Attendance
- 10th Grade WWII Exhibition
- MCA Testing
- SWWC Young Writers Conference
- 25/26 Registration
- College Courses

Upcoming Events

- Plan for SNOBall
- MASSP Conference

SUPERINTENDENT'S REPORT

 MRVED Educators Learning Together

 Legislative Session

- Session has started [*platforms*]
- Anticipated funding for 2025-2026

 SMART Vehicle Check Out [Tara]

 SWWC Senior Director of Special Services

 Buildings and Grounds

- Riding scrubber
- Boiler doors



SUPERINTENDENT'S REPORT



Bond Referendum

- Educate and Inform
- Open House(s)
- Frequently Asked Questions
- Updated Fact Sheet
- Tax Impact Calculator
- Community Mailer
- Social Media
- Responding to Questions



CONSENT

AGENDA

Minneota Public Schools – ISD #414

December 17, 2024 School Board Regular Meeting Minutes

A Regular Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Tuesday, December 17, 2024, at 6:00 pm in the Conference Room.

Roll call was taken. Members present included Carmen Panka, Jon Buysse, Martin Hennen, Abby Thostenson, Tom Skorczewski, Ryan Runia, and Terri Myhre. Scott Monson, Heather Anderson, Nicolle Johnston, Brandon Castor, Julie Mead, and Emily Coequyt also attended.

Motion by Skorczewski, second by Buysse, to approve the agenda as amended. Motion passed unanimously.

The annual Truth-in-Taxation presentation was given by Superintendent Scott Monson. There were no questions or comments.

Motion by Myhre, second by Runia, to approve the minutes from the November 14, 2024 Special Meeting. Motion passed unanimously.

Motion by Skorczewski, second by Hennen, to approve the minutes from the November 19, 2024 Regular Meeting. Motion passed unanimously.

Motion by Myhre, second by Buysse, to approve the bills-check register as presented. Motion passed unanimously.

Motion by Panka, second by Runia, to approve the Consent Agenda as amended. Motion passed unanimously.

Motion by Myhre, second by Buysse, for approval of a Resolution approving the 2024 Payable 2025 Levy Limitation and Certification in the amount of \$2,616,039.01. Motion passed unanimously by roll call vote, with all members voting yes.

Motion by Skorczewski, second by Hennen, for approval of a Resolution approving the Flexible Learning Year Program Application for renewal for school years 2025-2026 through 2027-2028 and starting each school year two weeks before Labor Day. Motion passed unanimously by roll call vote, with all members voting yes.

Motion by Buysse, second by Skorczewski, to approve the 2nd reading of Policies #213, #427, #520, #530, #533, #612.1, and #801, as presented. Motion passed unanimously.

The School Board discussed the MDE Commissioner's response to the Review and Comment submission. The Commissioner provided a "positive" response. No formal action was taken.

Motion by Buysse, second by Runia, to approve Ruth Bot and Devann Shultz for the Building Bond Referendum Ballot Board. Motion passed unanimously.

The School Board reviewed – for the 1st of 2 times – Policy #101.1, #301, #302, #303, #304, #305, #306, #527, and #528. No formal action was taken.

Motion by Hennen, second by Panka, to approve a Resolution for acceptance of gifts/donations/grants. Motion passed unanimously by roll call vote, with all members voting yes.

Motion by Myhre, second by Panka, to adjourn the meeting. Motion passed unanimously.

The meeting was adjourned at 7:18 PM

Martin Hennen, Clerk

Minneota Public Schools – ISD #414

January 7, 2025 School Board Organizational Meeting Minutes

The Organizational Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Acting Chair Abby Thostenson on Tuesday, January 7, 2025, at 5:30 pm in the Conference Room.

Roll call was taken. Members present included Julie Mead, Jon Buysse, Martin Hennen, Abby Thostenson, Tom Skorczewski, Ryan Runia, and Emily Coequyt. Scott Monson, Heather Anderson, and Nicolle Johnston also attended.

Motion by Buysse, second by Runia, to approve the agenda as amended. Motion passed unanimously.

Motion by Runia, second by Hennen, to elect Abby Thostenson as Chair. Motion carried, 6-0, with Thostenson abstaining.

Motion by Skorczewski, second by Runia, to elect Julie Mead as Vice Chair. Motion carried 7-0.

Motion by Buysse, second by Runia, to elect Martin Hannon as Clerk. Motion carried 6-0, with Hennen abstaining.

Motion by Hennen, second by Skorczewski, to elect Ryan Runia as Treasurer. Motion carried, 7-0.

After discussion, motion by Buysse, second by Runia, to approve committees and representatives for 2025 as discussed and reviewed. Motion carried unanimously.

Motion by Runia, seconded by Skorczewski, to keep the School Board's compensation the same as it was in 2024. Motion carried unanimously.

Motion by Skorczewski, second by Hennen, to move the starting time for the meeting on January 21, 2025 to 7:00 AM. Motion passed unanimously.

Motion by Runia, seconded by Thostenson, to approve a resolution combining the Clerk and Treasurer duties and designating the Business Manager to perform these duties. Motion passed, 6-0, with Skorczewski abstaining.

Motion by Skorczewski, second by Buysse, to approve a resolution authorizing the payment of claims between School Board meetings. Motion carried by roll call vote, with all members voting yes.

Motion by Skorczewski, second by Runia, to approve a resolution appointing the Superintendent as a responsible contract authority. Motion carried unanimously by roll call vote.

Motion by Hennen, seconded by Runia, to authorize the use of facsimile signatures. Motion carried unanimously.

Motion by Runia, second by Hennen, to authorize the Superintendent and/or Business Manager to make wire transfers. Motion passed, 6-0, with Skorczewski abstaining.

Motion by Buysse, second by Skorczewski, to designate Pemberton Law as the school district's legal counsel. Motion passed unanimously.

Motion by Skorczewski, second by Runia, to authorize obtaining/contacting legal counsel as/when necessary. Motion passed unanimously.

Motion by Buysse, seconded by Runia, to authorize the Superintendent/designee to hire staff. Motion passed unanimously.

Motion by Runia, second by Hennen, to authorize the Superintendent/Business Manager to invest school funds pursuant to Minnesota Statutes, approve the collateral from the financial institutions, and approve PMA Asset Management for investment purposes. Motion passed, 6-0, with Skorczewski abstaining.

Minneota Public Schools – ISD #414

January 7, 2025 School Board Organizational Meeting Minutes

Motion by Skorczewski, second by Buysse, to designate the State Bank of Taunton and PMA Asset Management as official depositories. Motion passed unanimously.

Motion by Hennen, second by Runia, to designate the Minneota Mascot as the District's official newspaper. Motion passed unanimously.

Motion by Buysse, second by Runia, to approve a resolution appointing Election Judges for the February 11, 2025 School District Special Election. The motion passed unanimously by roll call vote, with all members voting yes.

Superintendent Monson reviewed upcoming meetings and important dates.

Motion by Runia, second by Skorczewski, to adjourn the meeting. Motion passed unanimously.

The meeting was adjourned at 6:09 pm.

Martin Hennen, Clerk

Consent Agenda - Personnel Items | January 2025

Resignation or Termination			
Name	Position	Effective Date	Details
Jenna Drietz	Junior High Softball Coach	Immediately	Personal
Ben Skorczewski	Junior High Baseball Coach	Immediately	Personal

New Contract or New Hire			
Name	Position	Salary-Wages	Effective Date
Emily Citterman	Junior Varsity Softball Coach	\$ 3,180	2024-25 Season

PREVIOUS

BUSINESS



2025 SCHOOL BOARD MEETINGS [4TH MONDAY]

MONDAY, FEBRUARY 24, 2025 AT 5:30 PM

MONDAY, MARCH 24, 2024 AT 5:30 PM

MONDAY, APRIL 28, 2025 AT 5:30 PM

TUESDAY, MAY 27, 2025 AT 5:30 PM

MONDAY, JUNE 23, 2025 AT 7:00 AM

MONDAY, JULY 28, 2025 AT 7:00 AM

MONDAY, AUGUST 25, 2025 AT 5:30 PM

MONDAY, SEPTEMBER 22, 2025 AT 5:30 PM

MONDAY, OCTOBER 27, 2025 AT 5:30 PM

MONDAY, NOVEMBER 24, 2025 AT 5:30 PM

MONDAY, DECEMBER 22, 2025 AT 6:00 PM

***INDICATES MOVING A MEETING DUE TO A
HOLIDAY.**



2025 SCHOOL BOARD MEETINGS [4TH WEDNESDAY]

WEDNESDAY, FEBRUARY 26, 2025 AT 5:30 PM

WEDNESDAY, MARCH 26, 2024 AT 5:30 PM

WEDNESDAY, APRIL 23, 2025 AT 5:30 PM

WEDNESDAY, MAY 28, 2025 AT 5:30 PM

WEDNESDAY, JUNE 25, 2025 AT 7:00 AM

WEDNESDAY, JULY 23, 2025 AT 7:00 AM

WEDNESDAY, AUGUST 27, 2025 AT 5:30 PM

WEDNESDAY, SEPTEMBER 24, 2025 AT 5:30 PM

WEDNESDAY, OCTOBER 22, 2025 AT 5:30 PM

WEDNESDAY, NOVEMBER 26, 2025 AT 5:30 PM

TUESDAY, DECEMBER 23, 2025 AT 6:00 PM

***INDICATES MOVING A MEETING DUE TO A
HOLIDAY.**



2025 SCHOOL BOARD MEETING DATES

TUESDAY, JANUARY 21, 2025 AT 5:30 PM

TUESDAY, FEBRUARY 25, 2025 AT 5:30 PM

TUESDAY, MARCH 25, 2024 AT 5:30 PM

TUESDAY, APRIL 22, 2025 AT 5:30 PM

TUESDAY, MAY 20, 2025 AT 5:30 PM

TUESDAY, JUNE 24, 2025 AT 7:00 AM

TUESDAY, JULY 22, 2025 AT 7:00 AM

TUESDAY, AUGUST 26, 2025 AT 5:30 PM

TUESDAY, SEPTEMBER 23, 2025 AT 5:30 PM

TUESDAY, OCTOBER 21, 2025 AT 5:30 PM

TUESDAY, NOVEMBER 25, 2025 AT 5:30 PM

TUESDAY, DECEMBER 16, 2025 AT 6:00 PM

Professional Services Agreement Amendment #1

THIS AMENDMENT to the Professional Services Agreement (hereafter "Amendment #1") is made and entered into as of January 14, 2025 between SitelogIQ, Inc., a Delaware corporation ("SitelogIQ"), having its principal offices at 80 South 8th Street, Suite 1850, Minneapolis, MN 55402 and Minneota Public School, ISD 414 ("District"), having its principal offices at 504 North Monroe Street, Minneota, MN 56264 for the purpose of providing certain Services as defined herein.

WHEREAS, the parties entered into a Professional Services Agreement on August 22, 2024; and

WHEREAS, the District and SitelogIQ agree to amend the Professional Services Agreement to incorporate the following Articles and Schedules which will constitute the changes to the original Professional Services Agreement and will be Amendment #1:

- Schedule B - Compensation for Services
- Schedule C - Facility Improvement Measures

NOW THEREFORE, the District and SitelogIQ agree to the changes reflected in Amendment #1. Unless explicitly modified by this Amendment #1, all other terms and conditions of the above referenced Professional Services Agreement are incorporated herein by reference and remain in full force and effect.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have each executed the Agreement, effective as of the date first above written.

Minneota Public School, ISD 414

SitelogIQ, Inc.

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

Schedule B - Compensation for Services

Schedule B is amended as follows:

Compensation for Services

General

The lump sum fee if Referendum question #1 and Referendum question #2 pass is \$4,652,455. The lump sum fee if only Referendum question #1 passes is \$2,198,268.

All other terms, conditions, and provisions provided in Schedule B of the Professional Services Agreement remain in full force and effect.

Schedule C - Facility Improvement Measures

Schedule C is removed and replaced as follows:

Minneota Public School, ISD 414 Phase # 1

The scope of Work for the Project is split between the two Referenda questions. Referendum question #1 must pass for the scope of Work of Referendum question #1 to apply. Referendum question #1 and Referendum question #2 must pass for the scope of Work of Referendum question #2 to apply.

The scope of Work associated with Referendum question #1 includes and is limited to:

- Upgrading the first floor single user restrooms and second floor ganged restrooms to meet ADA requirements;
- Installing a new dedicated electrical switchgear for chillers;
- Upgrading the electrical distribution for the 1957 and 1969 power distributions; upgrading the existing EPDM roof to multi-ply built-up roof in the high school, elementary wing, middle school, and viking gym areas (assumes existing drains to remain as-is);
- Improving the shop and boiler room exterior envelope by upgrading 1957 single-pane windows to double-pane windows, replacing the overhead garage door in the shop, removing and infilling the abandoned louver, and tuckpointing and brick repairs along the exterior shop wall;
- Improving the parking lots and site drainage by upgrading and upsizing the catch basin and storm sewer lines to the north of the building, upgrading the catch basins to the southeast of the elementary wing to accommodate new roof discharged plumbed into the city storm sewer system, and reconstructing the main parking lot and playground lot.
- Constructing additional parking at the northeast of the building;
- Replacing AH-3, AH-4, and AH-5 in a like-for-like fashion, maintaining hot water heating, chilled water cooling, energy recover (assumes existing ductwork and VAV boxes to be reused and existing ductwork to be cleaned);
- Upgrading AH-1, AH-2, and MAU-1 to include hot water heating and packaged DX cooling (assumes existing ductwork to remain and be cleaned) (also includes an upgrade of the electrical distribution to support the additional electrical load);
- Replacing the kitchen FCU and condenser in a like-for-like fashion, maintaining hot water heating and DX cooling (assumes new refrigerant piping is required as refrigerant will be upgraded to a non-ozone depleting type);

- Replacing the BCU serving the wrestling room with a new dedicated outdoor air unit with hot water heating and packaged Dx dehumidification;
- Installing a new central boiler plant (high efficiency, dual fuel);
- Installing a new air-cooled chiller plant; and
- Installing a new domestic water boiler and storage tanks to create a new central domestic hot water plant.

The Referendum question #1 scope of Work also includes a \$236,500 allowance for new playground equipment. The District acknowledges and understands that if any of the allowance amount does not cover the cost of the allowance items the District wants to procure, the allowance scope of Work will only be partially completed.

The scope of Work associated with Referendum question #2 includes and is limited to:

- Creating an addition to support the multi-purpose cafeteria, reconfigured kitchen and servery, new restrooms, storage, mechanical, relocation of the weight room, and multipurpose/wrestling space (assumes seating for 250 people and addition will be an ICC 500 storm shelter).
- Creating a new learning community addition with three classrooms, a STEM project lab, a learning commons, and breakout space; and
- Upgrading the existing CTE shop and classrooms.

The Referendum question #2 scope of Work also includes allowances in the below amounts:

- \$142,000 for furniture in the in the multi-purpose cafeteria, kitchen, restrooms, wrestling room and weight room;
- \$50,000 for equipment in the multi-purpose cafeteria, kitchen, restrooms, wrestling room and weight room;
- \$83,000 for furniture in the learning community addition; and
- \$57,000 for furniture and equipment in the CTE shop and classrooms.

The District acknowledges and understands that if any of the allowance amounts above do not cover the cost of the allowance items the District wants to procure, the allowance scope of Work will only be partially completed.

The parties agree that the scope of Work for the Project provides a preliminary agreement on the scope of Work. Changes to the above listed scope of Work that increase the scope of design Services provided by SitelogIQ may require additional compensation. SitelogIQ shall inform the District when a change would require additional compensation. The parties agree that SitelogIQ's fee shall not increase for minor changes within the above listed scope of Work. The parties further agree that the final construction documents produced by SitelogIQ and/or its Consultants and agreed to in writing by the District shall constitute the final agreed upon scope of Work for the Project.

SitelogIQ estimates the total Project costs are \$24,813,100 if Referendum question #1 and Referendum question #2 pass. SitelogIQ estimates the total Project costs are \$11,724,100 if only Referendum Question #1 passes.

To the extent required, District and SitelogIQ shall execute amendments to Schedule C of this Agreement to reflect the scope of Work to be performed for the Projects consistent with the meeting minutes and design phase review documents.



Minneota Public School District Policy 101.1

Adopted: March 18, 2010

Revised: January ~~April~~ 2025

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No.0414. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be Minneota Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No.0414 (Minneota Public Schools), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minnesota. Statutes, section 123A.55 (Classes, Number)

Cross References: None



Minneota Public School District Policy 301

Adopted: March 2010

Revised: January February 2025

301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: None



Minneota Public School District Policy 302

Adopted: May 2010

Revised: January February 20254

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district ~~personnel~~, but personnel but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

[MSBA/MASA Model Policy 510 \(School Activities\)](#)
[MSBA/MASA Model Policy 511 \(Student Fundraising\)](#)
[MSBA/MASA Model Policy 513 \(Student Promotion, Retention, and Program Design\)](#)
[MSBA/MASA Model Policy 602 \(Organization of School Calendar and School Day\)](#)
[MSBA/MASA Model Policy 605 \(Alternative Programs\)](#)
[MSBA/MASA Model Policy 701 \(Establishment and Adoption of School District Budget\)](#)
[MSBA/MASA Model Policy 704 \(Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System\)](#)
[MSBA/MASA Model Policy 802 \(Disposition of Obsolete Equipment and Material\)](#)



Minneota Public School District Policy 303

Adopted: March 2010

Revised: February/January 2025

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: None



Minneota Public School District Policy 304

Adopted: March 2010

Revised: February/January 2025

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: None



Minneota Public School District Policy 305

Adopted: March 18, 2010

Revised: January May 20253

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school district policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school district policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school district policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)



Minneota Public School District Policy 306

Adopted: March 2010

Revised: February/January 2025

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
1. Makes the well-being of students the fundamental value of all decision-making and actions.
 2. Fulfills professional responsibilities with honesty and integrity.
 3. Supports the principle of due process and protects the civil and human rights of all individuals.
 4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
 5. Implements the school board's policies.
 6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.

7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the code of ethics for administrators in Minnesota law.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Duties of Board of School Administrators)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: None



Minneota Public School District Policy 527

Adopted: May 17, 2011

Revised: ~~April~~January 2025

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further

investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus during the school day only if there is an emergency and permission has been granted to the student by the High School Principal or Superintendent to use a motor vehicle.

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in other designated areas [e.g., parking lots designated for use only by staff or by the general public].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The High School Principal, in consultation with the Superintendent, is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
Minn. Stat. § 123B.38 (Hearing)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

STUDENT PARKING PERMIT REQUEST

I, the undersigned student of this school district, do hereby request permission to park a motor vehicle in a designated student parking area.

I understand that this is a privilege and that the interior of the motor vehicle, including, but not limited to, glove and trunk compartments, is subject to search upon reasonable suspicion by school officials without my consent, without a search warrant, and with no notice to me.

I understand that if I refuse a request by a school official to open a locked motor vehicle under my control or its compartments, my parking privileges may be withdrawn, and I may be subject to discipline.

Finally, I acknowledge receipt of the school district’s motor vehicle policy.

Student Signature: _____ Date: _____ Grade: _____

Parent Signature: _____ Date: _____



Minneota Public School District

Policy 528

Adopted: May 17, 2011

Revised: ~~April~~ January 2025

528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all ~~students,~~ ~~and students and~~ will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated Patty Myrvik, Activities Director as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, ~~investigated~~investigated, and acted upon in the manner specified in Policy 522.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

NEW

BUSINESS

2025-2026 SCHOOL YEAR BUDGET DEVELOPMENT ASSUMPTIONS/PARAMETERS

SCHOOL BOARD ADOPTION DATE: _____

Assumption/Parameter	Approved Assumptions-Parameter Details
Student Enrollment	The district will continue to project enrollment based on current enrollment numbers, historical data for student/grade progression, the most recent census information, and projections from other sources, while continuing to be aware of additional relevant factors. FORECASTING WILL BE CONSERVATIVE, BUT REALISTIC, IN PROJECTING STUDENT ENROLLMENT FOR 2025-2026.
Fund Balance	The general fund balance has fluctuated over the past five years and was at 29.42% at the end of the 2023-2024 school year [<i>increased from 24.68% at the end of 2022-2023</i>]. The estimated 2024-2025 ending fund balance is currently projected to decrease, using the original budget. Discussion may need to take place about WHETHER OR NOT TO CONTINUE TO UTILIZE/SPEND DOWN THE FUND BALANCE as programming, staffing, professional development, curriculum, and other needs are identified and reviewed. The existing FUND BALANCE POLICY calls for the district to maintain an unassigned general fund balance of 12%-15% of the annual budget, so the district continues to meet the Fund Balance Policy.
Staffing	Staffing levels will be determined as consistently as possible to align with enrollment needs and appropriate class sizes. Negotiations costs with our collective bargaining groups and individual employees will be estimated/projected, with a focus on a reasonable cost-of-living adjustment for all staff, into the preliminary budget. THE DISTRICT WILL CONTINUE TO BE DILIGENT IN NEGOTIATING FAIR AND EQUITABLE CONTRACTS WITH ALL OF THE REMAINING BARGAINING UNITS AND INDIVIDUALS.
Inflation	The district will include a 5% INFLATIONARY INCREASE on tangible materials and will address potential inflationary increases that may be more or less than 5% on an individual basis.
State Funding	Minnesota's Budget forecast is not promising, especially from a long-range perspective, which needs to be considered. A 2.3% INCREASE ON THE FORMULA ALLOWANCE will be factored into the preliminary budget and would result in APPROXIMATELY A \$70,000 AID AND LEVY INCREASE.

<u>Assumption-Parameter</u>	<u>Approved Assumptions-Parameter Details</u>
Employee Retirement	The TRA district contribution will INCREASE TO 9.5% on July 1, 2025. The district contribution rate for PERA REMAINS THE SAME [7.5%] as previous years.
Long Term Facilities Maintenance Planning	Long Term Facilities Maintenance (<i>LTFM</i>) revenue provides support for different deferred maintenance areas and facility needs. THE DISTRICT ANNUALLY RECEIVES APPROXIMATELY \$725,000 LTFM FUNDING. A SIGNIFICANT PORTION OF THAT FUNDING WILL CONTINUE TO BE USED FOR DEBT SERVICE PAYMENTS ON PREVIOUS PROJECTS AND HEALTH AND SAFETY BONDS. Selecting projects to utilize remaining Long-Term Facilities Maintenance revenue for facility needs will be coordinated through the Buildings and Grounds and LTFM Committee and presented to the School Board for their consideration using the 10-year LTFM expenditure plan.
Special Education Funding	There continues not to be a reliable Special Education Aid projection model available for use in budgeting; consequently, estimating revenue for this component of the district’s budget continues to be a “work-in-progress” and predictability of future funding is a challenge. The uncertain status of this funding model makes it challenging to project what our 2025-2026 funding levels will be; consequently, the district will USE ALL INFORMATION AND RESOURCES AVAILABLE AND TAKE A MEASURED APPROACH IN THE 2025-2026 PRELIMINARY BUDGET.
Overall Budgeting Priorities	On a [very] preliminary basis, the DISTRICT WILL LIKELY PROJECT A DEFICIT BUDGET for the 2025-2026 school year. This projection is based on the reality that state funding has not kept pace with inflationary costs for school districts. As the preliminary budget is created, additional factors – including [<i>but not limited to</i>] those listed below – will need to be considered and may impact this preliminary outlook: 1) A NEED TO BE OR REMAIN COMPETITIVE IN A CHALLENGING LABOR MARKET. 2) ENROLLMENT FLUCTUATIONS, BOTH OVER THE SUMMER AND DURING THE SCHOOL YEAR. 3) LONG-RANGE PROGRAMMING AND TECHNOLOGY PLANNING. 4) NEEDS IDENTIFIED THROUGH BUDGET PLANNING AND REVIEW, DISCUSSIONS, AND DECISION MAKING. 5) RISING COSTS OF UTILITIES AND FOR OTHER ‘TANGIBLE’ ITEMS DUE TO INFLATION. 6) STUDENT PROGRAMMING AND STAFFING CHANGES BASED ON PROJECTED ENROLLMENT. 7) ONGOING UNFUNDED MANDATES AS A RESULT OF PREVIOUS LEGISLATIVE SESSIONS.

Minnesota Public Schools 2025-2026 School Calendar - DRAFT

July 2025							January 2026													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
		1	2	3	4	5	4	Independence Day				1	2	3	1	New Year's Day - No School				
6	7	8	9	10	11	12		4	5	6	7	8	9	10	2	Winter Break: No School				
13	14	15	16	17	18	19		11	12	13	14	15	16	17	5	Teacher Workday				
20	21	22	23	24	25	26		18	19	20	21	22	23	24	6	School Resumes				
27	28	29	30	31			25	26	27	28	29	30	31	19	MRVED JSD - No School					
August 2025							February 2026													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2	11	Workshop Day [All Staff]				1	2	3	4	5	6	7		
3	4	5	6	7	8	9	12	Workshop Day [Licensed Staff]				8	9	10	11	12	13	14		
10	11	12	13	14	15	16	13	Staff Workday				15	16	17	18	19	20	21		
17	18	19	20	21	22	23	13	K-12 Open House [5-7 pm]				22	23	24	25	26	27	28		
24	25	26	27	28	29	30	19	1st Day of School												
31																				
September 2025							March 2026													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6	1	Labor Day - No School				1	2	3	4	5	6	7		
7	8	9	10	11	12	13														
14	15	16	17	18	19	20														
21	22	23	24	25	26	27														
28	29	30																		
October 2025							April 2026													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
			1	2	3	4	14	End of 1st Quarter						1	2	3	4			
5	6	7	8	9	10	11	14	12:15 pm Dismissal: Work Time				5	6	7	8	9	10	11		
12	13	14	15	16	17	18	15	MRVED JSD - No School				12	13	14	15	16	17	18		
19	20	21	22	23	24	25	16	EM Conference - No School				19	20	21	22	23	24	25		
26	27	28	29	30	31		17					26	27	28	29	30				
November 2025							May 2026													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1														
2	3	4	5	6	7	8	3	1:12 pm Dismissal												
9	10	11	12	13	14	15	3	Parent-Teacher Conferences [K-12]				3	4	5	6	7	8	9		
16	17	18	19	20	21	22	3	1:30 - 8:00 pm				10	11	12	13	14	15	16		
23	24	25	26	27	28	29	27	Thanksgiving - No School				17	18	19	20	21	22	23		
30							28					24	25	26	27	28	29	30		
December 2025							June 2026													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6														
7	8	9	10	11	12	13	23	End of 2nd Quarter/1st Semester				7	8	9	10	11	12	13		
14	15	16	17	18	19	20	24	Winter Break: No School				14	15	16	17	18	19	20		
21	22	23	24	25	26	27	31					21	22	23	24	25	26	27		
28	29	30	31																	
Quarter #1 = 40 days							Potential Snow/Weather Make-Up Days							Quarter #3 = 46 days						
Quarter #2 = 45 days							December 23, January 2, February 13 & 16, March 16, May 1, and End of the Year							Quarter #4 = 43 days						

Early Childhood Tuition/Fee Schedule - Recommended 5% Increase

2025-2026 School Readiness Tuition/Fee Schedule Information						
Program Offering	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026 Proposed
Five (5) Full Days					\$ 2,925	\$ 3,071
Four (4) Full Days	\$ 1,922	\$ 1,970	\$ 2,010	\$ 2,161	\$ 2,377	\$ 2,496
Three (3) Full Days	\$ 1,533	\$ 1,571	\$ 1,603	\$ 1,723	\$ 1,895	\$ 1,990
Two (2) Full Days	\$ 1,022	\$ 1,048	\$ 1,069	\$ 1,149	\$ 1,264	\$ 1,327
Two (2) Half Days	\$ 543	\$ 557	\$ 568	\$ 611	\$ 672	\$ 706
2025-2026 School Readiness Sliding Scale						
Program Offering	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026 Proposed
Reduced Five (5) Full Days					\$ 1,931	\$ 2,058
Free Five (5) Full Days					\$ 965	\$ 1,014
Reduced Four (4) Full Days	\$ 1,141	\$ 1,170	\$ 1,193	\$ 1,283	\$ 1,569	\$ 1,672
Free Four (4) Full Days	\$ 649	\$ 665	\$ 678	\$ 729	\$ 784	\$ 824
Reduced Three (3) Full Days	\$ 910	\$ 933	\$ 952	\$ 1,023	\$ 1,251	\$ 1,333
Free Three (3) Full Days	\$ 518	\$ 530	\$ 541	\$ 582	\$ 625	\$ 657
Reduced Two (2) Full Days	\$ 607	\$ 622	\$ 635	\$ 682	\$ 834	\$ 889
Free Two (2) Full Days	\$ 345	\$ 354	\$ 361	\$ 388	\$ 417	\$ 438
Reduced Two (2) Half Days	\$ 323	\$ 331	\$ 337		\$ 444	\$ 473
Free Two (2) Half Days	\$ 183	\$ 188	\$ 192		\$ 222	\$ 233
Reduced Meals = 33% Tuition Reduction				Free Meals = 66% Tuition Reduction		

Minneota High School Registration Book

2025-2026



MINNEOTA HIGH SCHOOL REGISTRATION HANDBOOK 2025-2026

This handbook has been prepared to help you understand the Minneota High School curriculum and the various opportunities for each student. There are brief descriptions of the courses we plan to offer in the upcoming school year. In some cases, the response to certain classes, the availability of teachers, and the limited facilities will determine whether or not a course will be offered.

Students should choose their courses in order to meet the requirements toward graduation and to better prepare them for the future. Students who are still in doubt of future plans should continue to seek answers. Always be ready to turn to others for assistance. The high school counselor is here to assist students with ideas or provide information to aid them in making the right decision.

At this time, we are asking that each student and parent review the registration handbook of course offerings and complete the registration sheet received during your class registration meeting. Be sure to retain this booklet until the registration process is completed.

MINNEOTA HIGH SCHOOL GRADUATION POLICY

In order to receive a Minneota Public High School diploma, students are required to successfully complete all current high school courses, tests, and credits according to district and state requirements.

The principal may waive local requirements when it is deemed appropriate and in the best interest of an individual student.

Foreign exchange students are not eligible for high school diplomas but will be awarded a Certificate of Attendance.

In order to participate in commencement ceremonies, students must have met all district and state credits and requirements for graduation and have a signed diploma. Foreign exchange students, classified as seniors, as guests of the school, may also participate in commencement ceremonies if they have passed all classes for their year of residence.

MINNEOTA HIGH SCHOOL GRADUATION REQUIREMENTS

9th Grade	Credits	10th Grade	Credits
Language Arts 9	1.0	Language Arts 10	1.0
Physical Science	1.0	Biology	1.0
Intermediate Algebra	1.0	Geometry	1.0
American History 9	1.0	American History 10	1.0
PE/Health 9	1.0	Health 10	0.5
11th Grade	Credits	12th Grade	Credits
Language Arts 11	1.0	Language Arts 12	1.0
Chemistry or Physics	1.0	Civics	1.0
Algebra II	1.0	Personal Finance	0.5
World History/Geography	1.0	Credits Required for Graduation: 23	

Additional Requirements:

Visual/Performing Art (1 credit) - Music or Art courses

Vocational/Tech Ed (1 credit) - Ag Tech, Business, or Family & Consumer Science courses

MINNEOTA HIGH SCHOOL GRADING SCALE

Letter Grade	Percentage	Grade Points	Letter Grade	Percentage	Grade Points
A	94-100	4.0	C	73-76	2.0
A-	90-93	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	68-69	1.33
B	83-86	3.0	D	65-67	1.0
B-	80-82	2.67	D-	63-64	0.67
C+	77-79	2.33	F	0-62	0.00

MINNEOTA HIGH SCHOOL HONOR ROLL

Our honor roll is divided into three sections, the Straight A Honor Roll (4.00 GPA), the A Honor Roll (3.666-3.999 GPA), and the B Honor Roll (3.33-3.665 GPA). The honor roll is published each nine-week period for grades 7 and 8 and each semester for grades 9-12.

IMPORTANT POST-GRADUATION INFORMATION

Four-Year College Degree

Admission requirements to colleges and universities vary. It is highly desirable that you plan early regarding possible careers and colleges for yourself. Your academic record and class rank are very important in determining admittance to college. If you plan to secure further education, be sure you meet the high school requirements for the college you plan to attend. College catalogs & applications are available online. There are also additional resources in the school counselor's office.

Two-Year Associate's Degree

It is just as important for the two-year school-bound students to plan their program as it is for the 4-year college-bound students. There are many schools and areas to choose from and some may have specific recommendations as to the best subjects to take in high school. Many programs fill quickly, so you are urged to make your selection and application to the various schools in the fall of your senior year. Be sure to check with each individual school regarding their requirements for admission.

The Southwest Minnesota Private Industry Council has resources to help students learn more about the various careers. Their campaign "*Know Before You Go*" provides easy to read labor market information to help students make informed decisions about the variety of career options in Southwest Minnesota. Students can check out their website: <https://www.swmnpic.org/> or talk with the school counselor for more information.

Careers in the Military

Some students thrive in the structure and challenge provided through a military career. Military branches include the Air Force, Army, Coast Guard, Marine Corps, and Navy. Some military jobs have specific physical requirements and/or restrictions. While the military provides both education and training, students can also go to college while serving, with tuition assistance provided.

**MINNESOTA STATE UNIVERSITY SYSTEM
HIGH SCHOOL PREPARATION REQUIREMENTS**

MN State 4-year college requirements:

The following curriculum is required for students who wish to attend state universities. It is intended that the competencies gained through these required courses of study will prepare secondary-school students for success in post-secondary education and will make it possible for these students to enter almost any degree program or career field without delay.

The required academic core consists of:

- 4 credits Language Arts
- 3 credits Mathematics (including algebra, geometry and statistics/probability)
- 3 credits Science (1 credit of biology, 1 credit in either chemistry or physics, and 1 elective credit plus)
- 3.5 credits Social Studies (including U.S. history, geography, world history, government/citizenship and economics)
- 1 credit Art

MN State 2-year college requirements:

Many technical colleges' main requirement is a high school diploma or GED. However, some may have additional admissions requirements, such as a specific GPA or certain high school courses. *Furthermore, admission into a technical college is not a guarantee for admission into a specific program or degree at that school.* You will need to verify specific requirements at each institution.

PLEASE NOTE! These are general Technical and University system requirements. It is the student's responsibility to identify and follow each school's requirements for admission. Each state also has different requirements. If students are thinking about out-of-state schools, students need to make sure they meet the requirements of the school they wish to attend.

NCAA GUIDELINES

As a prospective student-athlete at a Division I or II institution, you have certain responsibilities to attend to before you may participate. Information regarding registration with the clearinghouse and what documents should be submitted can be found at <https://web3.ncaa.org/ecwr3/>. Division I and II schools require you to meet the academic standards for NCAA core courses, grade point average (GPA) and test scores. If you intend to participate in college level athletics, please communicate with the school counselor, they can help you with questions regarding NCAA.

Division I only – 16 core courses

You will need to take 16 core courses in the following breakdown:

- 4 years of English
- 3 years of Mathematics (Algebra I or higher)
- 2 years of Natural/Physical Science (one must be a lab science)
- 1 year of additional English, Math, or Natural/Physical Science
- 2 years of Social Science
- 4 years of additional core courses

Division II only – 16 core courses

You will need to take 16 core courses in the following breakdown:

- 3 years of English
- 2 years of Mathematics (Algebra I or higher)
- 2 years of Natural/Physical Science (one must be a lab science)
- 3 years of additional English, Math, or Natural/Physical Science
- 2 years of Social Science
- 4 years of additional courses

IMPORTANT REGISTRATION INFORMATION

Keep in mind you are about to make some important decisions concerning your future. Planning a high school program to meet your individual needs and interests is a process involving many factors and choices. In the pages ahead, you will find descriptions of a wide variety of classes that will prepare you for future endeavors. The choices you will make about your classes will affect those endeavors. As a result, the following suggestions are offered.

- Discuss plans with your parents and teachers as they can provide valuable insight.
- Select courses that will meet Minneota graduation requirements. That may include registering to retake requirements from any previous years that you haven't passed.
- Select courses that support your future educational and career goals. Choose courses that you are interested in, or will help you strengthen your skills in the areas that challenge you. ****Use the 4-Year Course Planning Guide****
- Consult with the high school counselor to assist you in planning an effective overall educational program.

PLAN YOUR SCHEDULES CAREFULLY AS THE OPPORTUNITY TO SWITCH CLASSES WILL BE LIMITED!

Prerequisite - A prerequisite is a subject required before you can take certain other subjects. Please study carefully the descriptions in this booklet to learn whether or not subjects have prerequisites.

SCHEDULE CHANGES

The high school master schedule and staffing is determined by the registration process. For this reason, requests for schedule changes after registration become difficult to accommodate.

Any request for a schedule change must be submitted to the school counselor prior to the start of the school year. Requests will be reviewed by the counselor and principal. Scheduling of students in required courses will be of highest priority.

Students may not receive all the classes they request on their registration sheet due to scheduling conflicts and/or low enrollment courses that are dropped. The alternative courses chosen by the student will then be scheduled. If the alternate courses are not available, the school counselor will place the student in the most appropriate class available.

During the time period devoted to registration, ample time is given for you to make decisions for your subject selections. Please spend time *now* planning the courses you want to take next year. Changes in registration are unlikely after the original registration.

No changes are allowed for REACH, OCHS, or PSEO college courses once the course has started.

Requests can ONLY be made for the following reasons:

- The student does not have the prerequisite(s)
- The student failed a class
- There is an obvious error (two classes at the same time)
- To add a class that is needed to graduate
- The schedule is unbalanced

Schedule changes WILL NOT be made for:

- Request to switch sections
- Have a class with a friend
- Leave to attend non-school sanctioned occupational activity
- Convenience

Please understand making a change in your schedule may create other uncontrollable changes in your schedule.

The counselor and principal reserve the right to make changes in schedules when it is determined to be in the best interest of the overall school program. Course availability is subject to minimum course enrollment.

REGISTRATION FOR 7TH AND 8TH GRADE

Junior high schedules are similar in 7th grade and 8th grade. One period in the day will be for elective courses that are each a quarter in length. Students will also have a music period. Students can choose between band, choir, or study hall. This is the only period that students can choose a course. The remaining periods are of core classes. Junior high schedules will stay the same from first semester to second semester for the core classes. Changes may occur based on changes in student enrollment or determined by the school counselor and principal.

Required Courses:_____

<u>Ag Tech</u>	<u>Quarter</u>
<u>Art</u>	<u>Quarter</u>
<u>FACS</u>	<u>Quarter</u>
<u>Intro to Computers</u>	<u>Quarter</u>
<u>Language Arts</u>	<u>Year</u>
<u>Science</u>	<u>Year</u>
<u>Math</u>	<u>Year</u>
<u>Social</u>	<u>Year</u>
<u>PE/Health</u>	<u>Year</u>

Students in junior high will have the option to choose which music class they would like:

- Band (Tuesday & Friday) with a Study Hall (Monday & Thursday)
- Choir (Monday & Thursday) with a Study Hall (Tuesday & Friday)
- Band (Tues & Fri) and Choir (Mon & Thurs)

Students not interested in a music class will have a junior high study hall.

Use this 4-year Course Planning Guide to help you plan for your future. This is the page that I will need horizontal.

AGRICULTURE AND TECHNOLOGY

Fish and Wildlife (Fulfills Vocational/Tech Ed Requirement)

Grades 9-12

Semester

Maximum: 20

The Fish and Wildlife course involves the study and history of wildlife management- Students will study wildlife management to gain an understanding of the ecological, physical and environmental concepts pertaining to wildlife and the protection of our natural resources. Students will have the opportunity to study the ecology of wildlife and make decisions on appropriate means to manage and protect these populations. Students will have the opportunity to gain hands-on activities with various animals, as well as going out into the woods to explore certain aspects of wildlife.

Intro to Woodworking (Fulfills Vocational/Tech Ed Requirement)

Grades 9-12

Semester

Maximum: 20

During this introductory course in woodworking technology, each student will participate in operating tools and equipment common in the modern woodworking industry. Emphasis will be placed on safety, proper tool and equipment use, and development of skills in cutting, surfacing, assembly and finishing operations. Each student will be expected to develop a plan or design and then construct a project or projects of their own choosing that is at the level at which the student can handle.

Metals & Welding (Fulfills Vocational/Tech Ed Requirement)

Grades 9-12

Semester

Maximum: 18

During this introductory course in metals & welding, each student will participate in operating tools and equipment common in the modern metal industry. Emphasis will be placed on safety, proper tool and equipment use, and development of skills in welding both in the Oxy-Acetylene and Arc welding processes. Skills in the utilization of the plasma torches and the Oxy-Acetylene cutting torch will be covered.

LEEPStart Welding (Fulfills Vocational/Tech Ed Requirement)

Grades 11-12

Yearlong

Maximum: 18

Prerequisite: Metals & Welding or Teacher approval

Provides students with an introduction to welding skills and concepts combined with core foundational-level welding certifications. Topics covered are welding safety, principles of welding, welding math & measurements, various arc welds, fabrication, and more! This course provides students a competitive advantage in the career marketplace. Students can earn nationally recognized LEEPStart certifications that are fully qualified and job ready.

Building Trades / Fundamentals of Carpentry (Fulfills Vocational/Tech Ed Requirement)

Grades 11-12

Semester

Maximum: 10

During this introductory course in construction technology, each student will participate in operating tools and equipment common in the building trades. Areas of study to include: Preparing for the Job; Leveling Instruments and Site Work; Foundation Formwork; Wall and Floor Framing; Roof Framing; Exterior finish; Interior Finish; Industrialized Building. Emphasis will be placed on safety, proper tool and equipment use, and the development of skills common to the building trades industry. These skills will be built through hands-on activities in the school shop or on a project site. Subjects covered will be framing, siding, leveling and more. Behavior contracts must be signed by the students and parents in order to be approved to take this course. Administration approval is required to register for this course.

College REACH: Introduction to Animal Science (Fulfills Vocational/Tech Ed Requirement)

Grades 11-12

Semester

Prerequisite: Top half of class rank **AND** teacher approval

This course provides students with an introduction to animal science with an emphasis on the fundamental concepts of physiology, nutrition, animal breeding and management as applied to beef cattle, dairy cattle, poultry, sheep and swine production.

College REACH: Principles of Agronomy (Fulfills Vocational/Tech Ed Requirement)

Grades 11-12

Semester

Prerequisite: Top half of class rank **AND** teacher approval

This course explores the principles and practices of plant and related sciences as applied to increasing productivity and improvement of field crops. Emphasis is on crop selection and improvement through the breeding of crop varieties, seeds and seedlings, crop growth and development, crop production hazards, and the harvest and storage of field crops.

ART

Art Intro (Fulfills Visual/Performing Art Requirement)

Grades 9-12

Semester

Maximum: 25

First semester: Students will learn fundamentals of art by applying them into various art projects 2D and 3D. Second semester: Students will continue to practice their skills by adding principles of design into their projects. They will expand mediums for more in depth projects.

3D Art (Fulfills Visual/Performing Art Requirement)

Grades 9-12

Semester 1

Maximum: 25

Students will be using mediums such as clay, cardboard, foam or more to practice design, problem solving, safe techniques, hand building while learning principles of 3D sculpting. Students will have a chance to show some pieces of their art in the art show. They will have a short statement to help explain their piece for the audience to further look into the artist's work.

Drawing (Fulfills Visual/Performing Art Requirement)

Grades 9-12

Semester 1 and 2

Maximum: 25

The students will practice different methods of drawing with various mediums. We will practice different techniques such as blending, hatching and more. Students will practice figure drawing, doodling, sketching and drafting with the different techniques, materials including technology. Students will be required to host an art show to the public at the end of the semester. Each student will have to display at least 5 completed works that they have created during the semester and at least one progress work. Students will need to write a brief statement about each piece.

Painting (Fulfills Visual/Performing Art Requirements)

Grades 9-12

Semester 2

Maximum: 25

Prerequisite: Drawing or Teacher approval

Students will use what they have practiced from drawing to further their work in painting. The painting course will go through elements and properties of all painting materials. Students will paint in 2D and 3D styles of art. We will use different mediums including technology. Students will be required to host an art show to the public at the end of the semester. Each student will

have to display at least 3 completed works that they have created during the semester and at least one progress work. Students will need to write a brief statement about each piece.

BUSINESS

Computers IT Exploration

Grade: 9-12

Semester

Tech Titans in the Making: Build Your Future with IT Exploration. Calling all tech-curious minds! Are you fascinated by how the internet works, how apps are created, or how data shapes our world? Then plug into IT Exploration, a hands-on course designed to unleash your inner tech whiz! Get ready to:

- **Unravel the mysteries of IT:** From learning about computers to coding basic games, dive deep into the essential skills of the digital age: office productivity, digital media, computing systems, programming, and data analysis.
- **Go beyond textbooks:** Forget boring lectures! This course is all about doing. You'll tackle real-world projects, like designing a website, analyzing social media trends, or even creating your own mobile app.
- **Master Daxtronics Scoreboard Operations:** Take control of the game! Learn the ins and outs of running a Daxtronics scoreboard, from displaying scores and stats to managing animations and sound effects. Impress your peers and make game night epic!
- **Build your own digital domain:** Dive into the world of website building and launch your own website! Showcase your creativity, share your passions, and build your online presence.
- **Discover your tech niche:** Whether you're a coding mastermind, a design guru, a data detective, or a digital scorekeeper extraordinaire, there's something for everyone in IT Exploration. You'll explore diverse career paths and find the perfect tech fit for your future.
- **Turn your imagination into reality:** Build an awesome project portfolio that showcases your newfound skills and creativity. Impress colleges and future employers with your tech savvy!

More than just coding: IT Exploration is about so much more than just learning cool software. You'll develop essential 21st-century skills like:

- **Critical thinking and problem-solving:** Learn to analyze complex situations and design innovative solutions.
- **Collaboration and communication:** Work together with your classmates to conquer tech challenges and share your ideas effectively.

- **Creativity and innovation:** Think outside the box and design projects that are both fun and functional.

So, are you ready to unlock your tech potential? IT Exploration is your gateway to a world of possibilities. Join us and discover the exciting world of information technology, from mastering scoreboards to building your own digital empire! This course is ideal for: Students with an interest in technology, who are curious about different tech careers, those who want to develop essential 21st-century skills, anyone who loves to learn and create through hands-on projects, and aspiring scorekeepers and website builders. **Get ready to explore, create, and innovate!**

College REACH: Introduction to Business (Fulfills Vocational/Tech Ed Requirement)

College Credits: 4

Grades: 11-12

Semester

Prerequisite: Top half of class rank **AND** teacher approval

This course provides a survey of the business world. Upon completion, students should understand business concepts and how they apply them in a real-world setting. The course will give you a better understanding of a future career path in business and related careers.

On the Job Training (OJT)

Grade: 11-12

One or Two semesters

The course is available to high school students interested in exploring careers by combining classroom instruction with on-the-job training. The On-the-Job Training program offers a blend of academics and hands-on training to prepare you for a career in various fields, such as nursing, marketing, auto repair, fashion design, computer science, agricultural science, hospitality management, and plumbing, to name a few.

This program will offer students a work experience program that teaches skills for various occupations. The OJT program will be a part of a student's daily schedule, with one period devoted to hands-on, on-the-job training at various businesses. Students are required to work at least 40 hours/month and bring their pay stubs to the OJT coordinator. OJT (On-the-Job Training) is an excellent course for seniors to apply the technical, academic, and employability skills learned in school by working in a real work environment to prepare them for a career.

There is also a classroom section for OJT. On-the-Job Training focuses on 21st-century success skills students need to develop and practice to successfully transition from school into the workforce. We will meet for approximately two to three weeks in school to begin the year, discussing essential on-the-job skills and on-the-job safety. Following the classroom work, the students will head out to their place of work. As needed, students will meet at the school during their OJT "hour" and cover the necessary soft skills needed in today's working environment. You will also be observed at your workplace by the OJT coordinator.

This class will include weekly record-keeping assignments, additional weekly assignments, teacher visits, and employee evaluations. The student **MUST** receive approval from the instructor and the school before enrolling in this course.

Each student will be required to find their OJT workstation. Work placements must be done by the second week of the semester and approved by the coordinator.

Program Highlights (may include)

- Personal finance
- Safety-on-the-job
- Interviewing skills
- Career exploration
- Soft skill development
- Job Shadowing
- Worksite visits
- Skills Needed for Success
- Dependability and a strong work ethic
- Required weekly class attendance
- Ability to work as a team member
- Excellent communication skills
- Basic reading, writing, and math skills
- Willingness to improve your people skills

Program Requirements

Each student must agree to:

- Attend the OJT seminar and additional classes as needed
- Verify 40 hours/month worked with copies of pay stubs from the employer
- Obtain a job by the start of the course and stay employed throughout the course
- Communicate with the instructor before any changes in employment while enrolled in the course

Personal Finance

Grade: 12 (Required)

Semester

You are now preparing to leave high school, and whether you pursue further education or enter the world of work, **your life will change**. Engage in simulation exercises to learn about personal finance concepts. Topics covered to ease the transition include:

- Budgeting basics
- Saving money
- Credit and debit
- Consumer awareness
- Career readiness
- College planning
- Financial services
- The role of insurance
- Investing and retirement

College REACH: Marketing 101 (Fulfills Vocational/Tech Ed Requirement)

College Credit: 3

Grades: 11-12

Semester

Prerequisite: Top half of class rank **AND** teacher approval

Do you:

- Wonder how brands capture your attention and win your loyalty?
- Dream of turning your passion project into a thriving business?
- Want to understand the psychology behind consumer behavior?

Then dive into Marketing 101 and become a master marketer! This dynamic and interactive course equips you with the fundamental skills and knowledge needed to navigate the ever-evolving world of marketing.

You'll explore:

- **The Marketing Fundamentals:** We'll unpack the core concepts that drive successful marketing campaigns, from understanding your target audience to crafting compelling messages.
- **The Customer Journey:** Learn to map the path consumers take, from initial awareness to brand advocacy. Understand their needs, desires, and decision-making processes to create marketing strategies that resonate.
- **The Marketing Mix:** Master the classic "4 Ps" (Product, Price, Place, Promotion) and discover how to effectively manage each element to create value for your customers and achieve your marketing goals.
- **The Digital Edge:** Dive into the world of online marketing, exploring social media, content marketing, search engine optimization (SEO), and other digital tools including the Daxtronics scoreboard to capture attention and build communities.
- **Marketing in Action:** Get hands-on experience through case studies, guest lectures from industry professionals, and real-world projects where you'll develop and implement your own marketing plans.

By the end of this course, you'll be able to:

- Analyze and target potential customers.
- Develop insightful marketing strategies.
- Craft compelling content for various channels.
- Measure the effectiveness of marketing campaigns.
- Think critically and adapt to the ever-changing marketing landscape.

Marketing 101 is your key to unlocking the secrets of building successful brands, influencing consumer behavior, and turning ideas into profitable ventures.

FAMILY AND CONSUMER SCIENCE

Child Development (Fulfills Vocational/Tech Ed Requirement)

Grades: 10-12

Semester

Tech Prep College Credit Certificate

Students will learn about theories of child development, effective parenting skills, discipline, pregnancy, prenatal development, heredity, birth, and infant care. The physical, social, intellectual and language development of infants, toddlers, and preschoolers are studied. A case study, observations of children from newborn to 6 years, and a parenting simulation are included in this course.

Creative Crafts/Leisure Arts (Fulfills Vocational/Tech Ed Requirement)

Grades: 10-12

Semester

Maximum: 12

~~Are you a PINTEREST fan?? This is the class for you! Students will have the opportunity to learn and work with many different crafts and craft techniques including digital photography, scrapbooking, photo journaling, quilting, knitting, and candle making. You can finally do all the craft projects on your PINTEREST boards. Students will work on an individual skill basis selecting and making items of their choice. Imagine the possibilities of blending fashion, technology, and the art of sewing to create customized apparel. Creativity and skill development will be emphasized.~~

Introduction to Design (Fulfills Vocational/Tech Ed Requirement)

Grades: 10 -12

Semester

Whether it is creating interiors for tiny houses, upcycling fashion or designing apparel for aging populations, this course will introduce students to the world of interior and fashion design. Students will apply the elements and principles of design when exploring the creative process to meet individual needs. Emphasis is placed on the application of design skills used to create a product to market. Students will also gain entrepreneurial skills necessary for successful marketing. This course will provide opportunities for career exploration familiarizing students with the background and knowledge needed to develop a career in the interior and apparel design industries.

Family/Teen Issues (Fulfills Vocational/Tech Ed Requirement)

Grades: 10-12

Semester

This course is for students interested in learning about personal, family, and social challenges. Emphasis is based on communication, decision-making skills, and building stable relationships with family and peers. The course enables students to implement positive coping mechanisms and promotes understanding of self. It addresses issues that impact teenagers: self-concept, family and peer relationships. Topics include birth order, personality, dating, mate selection, engagement, marriage, family planning, divorce, aging, elderly, personal loss, death and dying and domestic violence. Emphasis is placed on students taking personal responsibility for life and implementing the 7 Habits of Highly Effective Teens.

Innovative Foods I (Fulfills Vocational/Tech Ed Requirement)

Grades: 9-12

Semester

Maximum: 20

Food is all around us. Explore Innovative Foods and learn about the methods and techniques of food preparation, food technology, product development and food choices, food safety and sanitation, and food-borne illnesses. Experience food science as it relates to the function of ingredients in recipes, develop a new food product and challenge classmates in Cupcake Wars. We are what we eat, learn about nutrition and the function of nutrients and diet-related disorders. Students in Innovative Foods will develop lifelong skills in team work, meal preparation, project management and time management.

ProStart I Foods (Fulfills Vocational/Tech Ed Requirement)

Grades: 9-12

Semester

Prerequisite: Innovative Foods I or Consent of Instructor

Tech Prep College Credit Certificate

Maximum: 15

Students will use skills gained in Innovative Foods I to further their knowledge in nutrition and food preparation. Topics include baking muffins, coffee cakes, bread, pies, cookies, cakes, and cake decorating, grilling, foreign foods, and regional American foods; wellness issues related to food, consumer food choices, and management, planning/preparation/service of foods for special occasions.

ProStart II Foods (Fulfills Vocational/Tech Ed Requirement)

Grades: 10-12

Semester

Prerequisite: Innovative Foods I and ProStart I or Consent of Instructor

Tech Prep College Credit Certificate

Maximum: 15

Students will receive hands-on training for career opportunities in the food service/culinary arts industry. Students will have the opportunity to operate a restaurant and use commercial food service equipment. They will perform quantity food preparation as it relates to catering, bakery, restaurant, hospitality, and fast food business operations.

College REACH Basic Nutrition (Fulfills Vocational/Tech Ed Requirement)

Grades: 11-12

Semester

Prerequisite: Top half of class rank **AND** teacher approval

Basic Nutrition is designed for all students, especially those who have an interest in working in healthcare or the medical field and athletes. This course examines the relationship between nutrition, physical performance, and overall wellness. Students will learn how to choose nutritious foods for healthy lifestyles and peak performance. Health and disease prevention through nutrition, physical activity, and wellness practices are essential components of the course. Students will examine sources of nutrients, how they are processed in the body, body composition, current dietary guidelines, and the impact of dietary choices on health.

LANGUAGE ARTS

***Language Arts 9**

Grade 9 (REQUIRED)

Year

Language Arts 9 uses a series of reading and writing projects to enhance students' reading, analyzing, and writing abilities and to prepare them for the expectations of Language Arts 10. This course offers students a diverse selection of fiction, nonfiction, drama, and poetry to enhance learning. Students will participate in novel studies, classroom discussions, writing assignments, presentations, and other activities.

***Language Arts 10**

Grade 10 (REQUIRED)

Year

Language Arts 10 will continue to focus on enhancing reading and writing abilities to prepare students for the expectations of Language Arts 11 and the MCA Reading test. Some of the possible projects include literary analysis essays, novel studies, classroom discussions, debates, presentations, and other activities. Students will read fiction, nonfiction, poetry, and drama throughout the course.

***Language Arts 11**

Grade 11 (REQUIRED)

Year

Language Arts 11 expands reading and writing skills through exploring modern American literature and poetry from multicultural perspectives as well as analyzing historical speeches and documents. Students engage in a variety of challenging writing and speaking assignments that develop their skills in interpretation, analysis, and communication. They will present their work in forms of analytical essays, research papers, speeches, and presentations.

***Language Arts 12**

Grade 12 (REQUIRED)

Year

Language Arts 12 is designed to serve as final preparation for students' reading, writing, and speaking skills before they graduate from high school. Activities used in the classroom may include novel studies, classroom discussions, debates, business writing, literary analysis, and other activities. Additionally, students will read a variety of literature that includes fiction, nonfiction, drama, and poetry throughout the course.

MATH

***Intermediate Algebra**

Grade 9 (REQUIRED)

Year

This course follows Algebra 8--Linear Algebra. The topics covered will be covered on the MCA as well as ACT tests when students are Juniors. The content includes a review of Linear Algebra, Systems of Equations and Inequalities, Exponential Functions, Polynomials, Quadratics, Radicals, Rational Expressions and Functions, and Data Analysis and Probability. These topics will also be needed to be learned in order to be successful in Geometry and Algebra II.

***Geometry**

Grade 10 (REQUIRED)

Year

Geometry follows Intermediate Algebra in the college preparation sequence. This course is crucial for every student that plans on continuing his/her education after high school. Geometry is a key component of the math portion of the ACT, it is usually required by most colleges, and it prepares students for future classes in trigonometry and calculus. The major emphasis of geometry is to enhance problem-solving skills, strengthen reasoning skills, and develop abstract thinking. The course covers an introduction to reasoning (inductive and deductive), properties of parallel and perpendicular lines, properties of triangles including congruence and similarity, properties of polygons, introduction to trigonometry, properties of circles, area and volume of both 2D and 3D objects, and finishes with more complex probability concepts.

***Algebra II**

Grade 11 (REQUIRED)

Year

Algebra II is a course that will cover the mathematical concepts and methods that you will need to know in order to be successful on Minnesota's high-stakes tests as well as entrance into college. The following topics will be covered during the course of Algebra II: algebraic reasoning and proof, inequalities and linear programming (with one and two variables), polynomial expressions and functions, quadratic polynomials, complex numbers, rational expressions and functions, modeling sequential change using recursion and iteration (arithmetic and geometric sequences), iterating functions, inverse functions, and properties of common logarithms.

These courses are taken through the college REACH program through MN West. Students receive college credit through MN West, but take the course at Minnesota High School with a high school teacher.

***College REACH Algebra**

Grade 12

Semester

Prerequisite: Must have completed Algebra II AND teacher approval

A study of the fundamental concepts of algebra. Topics include equations and inequalities; polynomial, rational, exponential, and logarithmic functions and their graphs; and systems of linear equations. The required preparation is three years of high school mathematics, including at least Algebra II.

College REACH Probability & Statistics

Grade 12

Semester

Prerequisite: Must have completed Algebra II AND teacher approval

This course focuses on the principles of probability and statistics. Learning basic probability and statistical principles and how to apply them to real-world data will be emphasized. Introduction to measures of central tendency, measures of dispersion, frequency distributions, large and small samples, testing of hypotheses, and correlation analysis. Use of computers in statistical analysis. The required preparation is three years of high school mathematics, including at least Algebra II.

College REACH Pre-Calculus

Grade 12

Semester

Prerequisite: Must have completed College REACH Algebra AND teacher approval

This course reviews the math concepts functions of college algebra and then extends those ideas to the math of trigonometry and analytic geometry. Exponential, logarithmic, and polynomial functions are emphasized in the review. The course explores the math of rectangular coordinates and angles, solutions of right triangles, unit circles, radian measure, trigonometric functions and their inverse, trigonometric graphs, trigonometric equations and identities, complex numbers, conic sections, and other analytic geometry topics such as polar coordinates, parametric equations, sums and geometric series, and vectors.

MUSIC

Concert Band (Fulfills Visual/Performing Art Requirement)

Grades 9-12

Year

Prerequisite: Tryout with Instructor

Concert Band consists of students who have achieved a strong level of proficiency on a band instrument. Concert band will allow for student instrumentalists to become exposed to a variety of music through concert band, jazz band, pep band, solos, and ensembles. Participation in the pep band at sporting events is a component of this course.

Concert Choir (Fulfills Visual/Performing Art Requirement)

Grades 9-12

Year

Prerequisite: Tryout with Instructor

Concert Choir's goal is to expose students to quality choral music from a variety of genres while focusing on the essentials of good singing/vocal health. The choir gives several concerts each year, performs at school and community events and in MSHSL section large group and solo/ensemble competitions.

Evaluation is based on 1) daily attendance, 2) attitude and effort, 3) participation in concerts/required performances, and 4) occasional written assignments.

PHYSICAL EDUCATION and HEALTH EDUCATION

Physical Education/Health Education 9

Grade 9 (REQUIRED)

Semester

A course continuation from physical education will be a review of skills previously learned and new skills, rules, and strategies will be developed further according to the student's ability and improvement. Units will include fall, winter, and spring sports. Students will also study social problems and their impact on the health and welfare of adolescents. Topics to be emphasized include mental and social health, growth and development, body systems, substance use, and misuse, along with outside topics of general interest. Child development will be the primary component of this program and will deal with the understanding of young children, how they develop, and the influence of culture, media, and technology on health.

Health Education 10

Grade 10 (REQUIRED)

Semester

The units covered in this course are nutrition, substance use, and dependency, family life issues, disease prevention, sex education, sexually transmitted disease, environment and your health, and public and consumer health protection. Students will be required to successfully demonstrate the ability to administer first aid and CPR to receive certification. Students are also required to do one in-depth research paper on a health topic of their choice.

First Aid/CPR

Grades 10-12

Semester

This course is designed to provide students with basic knowledge and skills to manage many medical and trauma-related emergencies. The participants in this course will be CPR, AED, and First Aid Certified for Adult, Child, and Infant according to the American Heart Association Guidelines.

Fitness for Life

Grades 10-12

Semester

Maximum: 24

This is an activity-based class where students will explore and participate in a variety of fitness activities that will enhance their physical well-being throughout life. A lifetime goal setting process will be implemented during the course. Throughout the semester the students will have access to the weight room, gymnasiums, fitness videos and community resources to improve their fitness level. The goal is to have students experience a wide variety of activities that they

can then choose to participate in throughout life to promote their health. We will also take field trips to explore fitness opportunities outside of our city limits. These will include but are not limited to downhill skiing, ice skating, the YMCA and golfing.

Medical Terminology

Grades 10-12

Semester

The focus of this course is on medical and clinical terminology broadly relating to human anatomy and physiology and the basic body systems with added emphasis placed on those terms pertaining to diagnosis and pathophysiology. Medical terminology is the language used to describe components and processes of the human body, medical procedures, diseases, disorders, and pharmacology. Simply put, it is the vocabulary that medical professionals use to describe the body, what it does, and the treatments they prescribe. Medical Terminology provides students in any of the health science disciplines or pre-professional studies with working knowledge of the terminology used in the health professions and/or biology.

Men's / Women's Weightlifting:

Grades 10-12

Semester: Men's one semester/ Women's one semester

Maximum: 12

We will have one section of men's weightlifting and one section women's weightlifting. This course is designed to give students the opportunity to learn weight training concepts and techniques used for obtaining optimal physical fitness. Students will benefit from comprehensive weight training and cardiorespiratory endurance activities. Students will learn the basic fundamentals of weight training, strength training, and overall fitness training and conditioning. The course includes both lecture and activity sessions. Students will be empowered to make wise choices, meet challenges, and develop positive behaviors in fitness, wellness, and movement activity for a lifetime. Guest strength coaches will come and speak with the students. In addition, students will be responsible for developing a program based on their personal level of strength and improvement areas.

HEALTH SCIENCE CAREER PATHWAY

Health Science Technology

Grade 11

Fall Semester

College credit course

This course prepares healthcare professionals to work efficiently in various healthcare settings. It focuses on developing essential workplace skills such as accountability, responsibility, and

effective communication. The course also emphasizes healthcare ethics, legal issues, safety standards, and personal wellness for healthcare professionals. It is a part of the Minnesota Health Care Core Curriculum and provides a foundation for exploring careers in mental health.

Medical Terminology

Grade 11

Spring Semester

College credit course

Medical Terminology for Healthcare Professionals is a comprehensive course designed to provide students with a strong foundation in the language of medicine. This course will teach students the essential skills and knowledge to understand, use, and communicate medical terminology effectively in various healthcare settings. By the end of the period, students will be proficient in building, spelling, pronouncing, and analyzing medical terms. They will also gain a deep understanding of the body systems' major structures, functions, and medical specialties.

Basic Nursing

Grade 12

Available both semesters

This course fulfills federal and state requirements to be eligible for the state test to become an NA-R. It covers basic human needs and the health/illness continuum. The course prepares students to perform basic nursing skills safely, which is essential to function as a Nursing Assistant. Minnesota State Colleges and Universities have developed this 80-hour curriculum. Students will participate in online curriculum studies, laboratory skills, and clinical rotations to gain hands-on experience. Upon course completion, students will be qualified to take the Competency Evaluation at an approved Minnesota Technical College test site. Optional First Aid / CPR Training available.

Sports Medicine: Introduction

Grade 12

Fall Semester

Looking for a career in sports medicine? It's a broad field that includes nutrition, healthy lifestyle, fitness, anatomy, biomechanics, and exercise. Explore popular career paths, day-to-day duties, emergency care for athletes, and legal obligations. Get started in this fascinating field today.

Sports Medicine: Injury Prevention

Grade 12

Spring Semester

Get ready to take your knowledge of human biomechanics to the next level with Sports Medicine 1b: Injury Prevention. You'll expand your understanding of the human body, learn how to

evaluate, and prevent injuries and become an expert in keeping athletes functioning at their peak. Let's hit the field of sports medicine!

Anatomy & Physiology: Introduction

Grade 12

Fall Semester

Learn how to understand the human body by studying anatomy and physiology. Discover the functions and diseases of skeletal, muscular, nervous, and cardiovascular systems, as well as cell structure and processes.

Anatomy & Physiology: Discovering Form & Function

Grade 12

Spring Semester

Explore more body systems and their interrelation. Learn about the lymphatic, immune, respiratory, digestive, urinary, and endocrine systems, reproductive systems, genetics, and accurate patient documentation. Understand the technology used in healthcare.

SCIENCE

***Physical Science**

Grade 9 (REQUIRED)

Year

~~Ninth Grade Science will be divided into two separate subjects that will each be studied for one semester. During the first semester, students will be studying Physical Science, which is the study of fundamental laws and concepts of the physical world. During the second semester, students will study Chemistry, which is the study of matter. Students will use creative means & technology to acquire and demonstrate an understanding of topics during both course segments.~~

Physical Science Course Objectives

- ~~1. Students will learn about the properties of matter.~~
- ~~2. Students will learn how energy behaves and is transferred in space & time.~~
- ~~3. Students will learn about the concepts of force and motion.~~
- ~~4. The student will learn about electricity, its behavior & generation.~~

Chemistry Course Objectives

- ~~1. Students will learn about the properties of matter.~~
- ~~2. Students will learn about elements, compounds, and molecules.~~
- ~~3. Students will learn how atoms and molecules interact.~~
- ~~4. The student will learn about chemical energy.~~

***Earth Science**

Grade 9 (REQUIRED)

Year

Earth Science will provide a foundational understanding of Earth's systems, including the geosphere (rocks and minerals), hydrosphere (water), atmosphere (weather), and space. Students will explore topics such as plate tectonics, geologic time, weather patterns, climate change, natural hazards, and the Earth's place within the solar system. Students will incorporate hands-on laboratory activities and investigations to solidify concepts.

***Biology**

Grade 10 (REQUIRED)

Year

Biology is the study of living things in the world around us and how they interact with each other and with humans. This course will take a hands-on approach, utilizing lab experiments, activities, and field trips.

Course Objectives:

1. Students will be able to apply the scientific method to problem-solving activities, including experiments, investigations, and field studies.

2. Students will understand biological concepts including cell theory, heredity, adaptations, cycles and energy flow in living systems, and the behavior of organisms.
3. Students will learn about the relationships and interactions between living things, including humans, and between living things and their environment.

***Chemistry**

Grade 11 (REQUIRED TO TAKE CHEMISTRY OR PHYSICS)

Year

Chemistry is the study of the composition and behavior of matter and how it is a part of our daily lives. This course will take a hands-on approach, utilizing lab experiments and activities.

Course Objectives:

1. Students will be able to apply the scientific method to problem-solving activities including experiments and investigations.
2. Students will understand chemical concepts such as atomic theory, relationships between structure and properties, bonding, periodicity, solutions, chemical reactions and the interactions of energy and matter.
3. Students will understand the historical significance of major advances in chemistry.

***Physics**

Grades 11-12 (REQUIRED TO TAKE CHEMISTRY OR PHYSICS)

Year

Prerequisite:

Maximum: 20

Physics is the study of why things behave as they do in the physical world. This course will take a hands-on approach, utilizing lab experiments and activities.

Course Objectives:

1. Students will be able to apply the scientific method to problem-solving activities including experiments and investigations.
2. Students will understand concepts such as motion, force, torque, electricity and magnetism, waves, energy, and work.

College REACH: General Inorganic Chemistry I

Grades 12

Semester

Prerequisite: Top half of class rank AND high school chemistry

Introduces students to fundamental concepts of chemistry, equations and reactions, stoichiometry, the periodic table and properties, atomic structure, molecular orbitals, hybridization, gas laws, solutions, colloids and active metals. Prerequisite: High school Algebra and high school Chemistry.

College REACH: General Inorganic Chemistry II

Grades 12

Semester

Prerequisite: REACH General Inorganic Chemistry I

Continues CHEM 1101 with emphasis on chemical kinetics, equilibrium, acids and bases, ionic equilibria, solubility products, electrochemistry (Redox), coordination compounds, transition elements and nuclear chemistry. Prerequisite: CHEM 1101.

SOCIAL STUDIES

~~The Social Studies classes are changing. By the time a student graduates, they will have completed all of the required classes.~~

***American History 1**

Grade 9 (REQUIRED)

Year

This introductory course to the history of America will educate students on the beginnings of this country. The path of the class will take students from the Pre-Colonial Era to the Progressive Era. Students will be reading primary and secondary sources, video clips, lectures, discussions, multiple points of view, and research. These will help develop critical thinking skills for students to become more educated on the history of our country.

Units Covered

Creating a Nation: Prehistory- 1815

New Horizons: 1860-1900

Forging a Nation: 1815- 1877

Entering a new Century: 1867-1914

***American History 2**

Grade 10 (REQUIRED)

Year

This class is structured around the idea of an inquiry approach to history. Students will be responsible for reading outside sources, participating in classroom discussions, and using all of the acquired knowledge to question decisions made and carried out in America over time. Supplementing the material from the textbook and lectures will be notes, presentations, videos in clips and in entirety when necessary, primary and secondary resources from teacher resources or online websites, novels, as well as audio clips from a variety of sources.

Units Covered

Developing a Nation: 1900-1920

Times of Crisis: 1932-1960

WWI - Depression: 1914-1932

Redefining America: 1954-Present

***World History/Geography**

Grade 11 (REQUIRED)

Year

World History is truly an adventure of looking at the different civilizations of the world; their beginnings, development, and oftentimes, demise. A selective overview from ancient times to present will bring an understanding of why civilizations work the way they do with other cultures as well as explain how we got to where we are today through conflict, resources, war, and alliances. The course is an upper-level course with numerous visual, geographic, audio, and primary/secondary sources from which to learn. We will also make use of readings and maps to enrich our understanding. You will be guaranteed to have many intriguing discussions and arguments in this year-long course!

***Civics**

Grade 12 (REQUIRED)

Year

Do you want to filibuster the teacher? Maybe then, you won't get any homework. Are you a liberal? Independent? Conservative? Find out where you stand on the political spectrum. Examine political cartoons, discuss current events, and decipher documents important to our nation like the Constitution and the Bill of Rights. Most of all learn what it means to be a citizen of the United States of America. What are your rights and responsibilities as a citizen of the USA? How can you influence public opinion and public policy? Where do you stand on important issues facing our nation, state and county and local governments today? How will you become a productive member of your community, state, and nation?

To promote active citizenship, you will develop an understanding of how our government was formed, how it functions and how it can be adapted to better serve its people. After studying the Constitution, the Congress, the Presidency and the Supreme Court, we will look specifically at the lawmaking process.

SPANISH

***Spanish I**

Grades 10-12

Year

Hola! Come and learn how to speak español! This comprehensive-input based Spanish program will help students learn to understand, read, write and speak in Spanish. Through story-telling, skits, games, conversation, and song you will learn the basics of communication in another language. Topics covered will be introductions, greetings, likes/dislikes, food, clothing, family, weather, present tense verbs and more. This course also covers the culture of Spanish-speaking countries.

***Spanish II**

Grades 11-12

Year

Prerequisite: Passing grade in Spanish I

¡Vamos a continuar! Now that you have developed a basic understanding of the fundamentals of Spanish, it is time to broaden your horizons. Increase your vocabulary by expanding on the topics from Spanish I. Students will learn how to follow directions, express opinions, make comparisons, and discuss events in the past tense. This course will also continue to explore the cultures of Spanish-speaking countries.

***Spanish III**

Grade 12

Semester

Prerequisite: Passing grade in Spanish II

Using the basics learned in Levels I and II, students will focus on communication through reading stories, writing, speaking and listening. We will continue learning about the cultures and customs of Spanish-speaking countries.

THEATER

Intro to Theater

Grades 9-12

Semester

The course is for students interested in theater with a heavy focus on performance. Areas covered will include pantomime and movement, improvisation, acting (short scenes, duos and monologues), memorization, and reading/analyzing plays. The course may cover technical elements of theater as well – sound, lighting, and costumes as time and resources allow.

ADDITIONAL STUDENT OPPORTUNITIES

Registration for these opportunities will occur at the same time as the high school registration process. Students are required to inform Minneota High School of their intent to enroll in any of these opportunities during the following school year by May 30 for fall and October 30 for spring. For more information, students should contact the School Counselor, Ms. Lauer.

REACH Program

Grades 10-12

Minneota High School has a partnership with Minnesota West Community and Technical College to offer the REACH Program that provides academically strong high school students the opportunity to earn college credits without leaving their high school. The REACH program is accredited through the National Association of Concurrent Enrollment Partnerships (NACEP). These courses are taught by credentialed teachers at Minneota High School who work closely with a college faculty member. Students can receive both high school and Minnesota West college credit. Taking these courses allows students to engage in freshman level college courses and experience the standards expected of them in college, while providing extra assistance that a high school teacher can provide.

These college courses vary in college credits. Most are 3 college credits, but some are 4 college credits. The conversion of college credits to high school credits is 4:1. This means a 4 college credit class is equivalent to 1 high school credit, or a full year of high school credit. These college courses impact GPA and the honor roll more than regular high school courses so please keep this in mind.

Minneota High School recommends that juniors and seniors have at least a 3.0 GPA. Test scores from either the Accuplacer or ACT will be used to determine course placement. High school sophomores may take Career and Technical Education (CTE) courses if they have a “proficient” score on the 8th grade MCA - reading portion and meet the requirements of the course.

Below is the list of REACH courses that could be offered. Courses are determined by student enrollment. A minimum of 10-15 students is required for each course. Students are unable to drop a REACH course once the class has started.

AGRI 1101 - Intro to Animal Science
AGRI 1102 - Principles of Agronomy
BUS 1101 - Intro to Business
CHEM 1101 - General Inorganic Chemistry I
CHEM 1102 - General Inorganic Chemistry II

HLTH 2240 - Basic Nutrition
MATH 1105 - Intro to Prob & Stats
MATH 1111 - College Algebra
MATH 1113 - Pre-Calculus

Online College in the High School (OCHS)

Grades: 11-12

Online College in the High School (OCHS) is a Distance Minnesota partnership offering a unique approach to concurrent enrollment opportunities. OCHS offers college transfer credits in career and technical courses to high school students through a distance-learning format. Students do not travel to campuses and earn dual-credit while participating online in the high school setting. There are a variety of courses to choose from. Alexandria Technical and Community College, Northland Community and Technical College, and Northwest Technical College faculty teach the online courses.

Online learning requires students to be motivated, work independently, and devote enough hours each week to a course. Students work on and complete assignments according to faculty assigned timelines.

Minnesota High School recommends that juniors and seniors have at least a 3.0 GPA. Test scores from either the Accuplacer or ACT will be used to determine course placement.

If students are interested in taking online college courses, they should see Ms. Lauer to complete the registration process. Students are unable to drop an online college course once the class has started.

Post-Secondary Enrollment Options (PSEO)

Grades: 11-12

The PSEO program at Southwest Minnesota State University (SMSU) is open to eligible juniors and seniors. This program is intended for students who want to go full time with PSEO courses. Students will attend classes on campus each day. It does not work in the schedule to take courses at the high school level and at the college level through SMSU.

Minnesota High School recommends that juniors be in the top third of their class and have at least a 3.0 GPA and seniors be in the top half of their class and have at least a 3.0 GPA.

Students will need to meet with the school counselor to make sure graduation requirements are being met before each semester. There are courses that high school students take to fulfill high school graduation requirements. SMSU also requires specific forms for each semester. It is recommended that students take about 3-4 college classes or about 12-16 credits, each semester. Seniors will also need to leave room in their schedule to take Personal Finance at the high school. This course can be taken in the fall or spring of their senior year.

Course Planning Guide for Class of _____

Use this graph while you are planning your schedule for the next 4 years. As you complete a course, make a √ (checkmark) in the box next to that course. Keep this 4-year planning guide for future reference as you register for classes next year.

Name _____

	9 th Grade Classes	√		10 th Grade Classes	√		11 th Grade Classes	√		12 th Grade Classes	√
1	Language Arts 9		1	Language Arts 10		1	Language Arts 11		1	Language Arts 12	
2	Language Arts 9		2	Language Arts 10		2	Language Arts 11		2	Language Arts 12	
3	Earth Science		3	Biology		3	Chemistry / Physics		3	Civics	
4	Earth Science		4	Biology		4	Chemistry / Physics		4	Civics	
5	Intermediate Algebra		5	Geometry		5	Algebra II		5	Personal Finance	
6	Intermediate Algebra		6	Geometry		6	Algebra II		6		
7	American History I		7	American History II		7	World History/Geography		7		
8	American History I		8	American History I		8	World History/Geography		8		
9	PE/Health 9		9	Health 10		9			9		
10	PE/Health 9		10			10			10		
11			11			11			11		
12			12			12			12		
13			13			13			13		
14			14			14			14		

Fill the blank spaces with elective classes

- ❖ Need an additional two classes in Visual/Performance Art (Music or Art courses)
- ❖ Need an additional two classes in Vocational/Tech Ed (Agriculture and Technology, Business, or Family & Consumer Science)
- ❖ Each box is 0.5 high school credits. A student can earn up to 7 high school credits per year. Students need a total of 23 credits to graduate.



Minneota Public School District Policy 201

Adopted: March 18, 2010

Revised: MayFebruary 2025
2023

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of seven elected directors. The term of office is four years.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.

- F. The school board, at its discretion, may perform the following:
1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 4. lease rooms or buildings for school purposes;
 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 6. authorize cocurricular and extracurricular activities;
 7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
 8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233 (1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board-Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)



Minneota Public School District Policy 202

Adopted: May 18, 2010

Revised: MayFebruary -2025

202 SCHOOL BOARD OFFICERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ORGANIZATION

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

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

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

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

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before August 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the Commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

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

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the Commissioner; and
 - f. perform other duties prescribed by the school board.

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

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



Minneota Public School District Policy 203

Adopted: March 18, 2010

Revised: MayFebruary -2025

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RULES OF ORDER

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

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. Robert's Rules of Order (latest edition) where not inconsistent with A. and B., above.

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

Cross References: None



Minneota Public School District Policy 203.1

Adopted: March 18, 2010

Revised: MayFebruary 2025

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.

- C. All motions that require a second shall receive a second prior to opening the issue for discussion ~~of~~by the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board chair.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

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

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)



Minneota Public School District Policy 203.2

Adopted: May 18, 2010

Revised: ~~June~~ February 2025

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
- ~~3.~~ 3. Recognition of visitors and guests.
- ~~3.4.~~ 3.4. Viking Pride.
- ~~5.~~ 5. Presentation(s).
- ~~6.~~ 6. Business Agenda.
- ~~7.~~ 7. Leadership Reports.
- ~~4.~~ 4. Approval of prior meeting minutes.
- ~~5.8.~~ 5.8. Consent aAgenda.
- ~~6.~~ 6. Presentation of additional bills for payment.
- ~~7.~~ 7. Reports.
- ~~8.~~ 8. Written communications.
- ~~9.~~ 9. Superintendent's announcements.
- ~~10.9.~~ 10.9. Other old or unfinishedPrevious business.
- ~~11.~~ 11. New business.
- ~~12.~~ 12. Adjournment.

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)



Minneota Public School District Policy 203.5

Adopted: May 18, 2010

Revised: MayFebruary 2025

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members five (5) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii)

available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

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

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



Minneota Public School District

Policy 203.6

Adopted: March 18, 2010

Revised: MayFebruary 2025~~3~~

203.6 CONSENT AGENDAS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

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

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



Minneota Public School District Policy 204

Adopted: May 18, 2010

Revised: JulyFebruary 20254

204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF MINUTES AND RECORDS

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

B. Recordings of Closed Meetings

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

- ~~a.~~ Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
- ~~a.b.~~ Meetings closed to discuss security matters shall be preserved for at least four (4) years.
- ~~b.c.~~ Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
- ~~e.d.~~ All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
- ~~d.e.~~ Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.

3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.

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

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Meetings Must be Open to the Public; Exceptions)
Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Form of Public Notices)
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)
Op. Atty. Gen. 161-a-20 (Dec. 17, 1970)
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)



Minneota Public School District Policy 205

Adopted: April 2010

Revised: MayFebruary 20253

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that transparency produces better programs, more efficient ~~tey in the~~ administration of programs, and an organization more responsive to the public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting ~~the-an~~ individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of school board members or a quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the main bulletin board of the school district or the door of the school board's usual meeting room if there is no main bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of the request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium, which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting, as set forth in this policy, shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes ~~chapter~~Ch. 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes ~~S~~section 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes ~~S~~section 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

1. In an open meeting, a copy of any printed materials, including electronic communications relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public. In contrast, the school board considers its subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
2. Data that are not public may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retains the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider a strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after the school board signs all labor contracts for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated before closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the

evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. The attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy. Still, the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on _-dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding the placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on _-dismissal of a student, according to the Pupil Fair Dismissal Act, shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.

- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05, to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:
 - (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - (2) active investigative data collected or created by a law enforcement agency;
 - (3) educational data, health data, medical data, welfare data, or mental health data that are not public; or
 - (4) an individual's medical records.
- b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape-recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold, or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting, and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed, and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district, and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three

years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. Ch. 13D (Open Meeting Law)
 - Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
 - Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)
 - Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)
 - Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)
 - Minn. Rules Part 5510.2810 (Petition for Mediation)
 - Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)
 - Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)
 - The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)
 - Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)
 - Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)
 - Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)
 - Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)
 - Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
 - Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
 - Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
 - Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019) Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
 - Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
 - Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
 - Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
 - Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
 - Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
 - Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
 - Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
 - Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
 - Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
 - Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
 - Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)



Minneota Public School District Policy 206

Adopted: August 2018

Revised: MayFebruary 20253

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with ~~the~~ opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of an

employment relationship; contract fees; actual gross pension; the value and nature of employer-paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll timesheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of timesheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is “public” includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, “finalist” means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. “Educational data” means data maintained by the school district, which relates to a student.
- E. “Student” means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; the city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and

veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, ~~Minnesota Statutes, Ch. chapter~~ 260E (Reporting of Maltreatment of Minors) and ~~Minnesota Statutes, Ch. chapter~~ 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statutes, ~~§~~section 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of the group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time, as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require the designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda, which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous, shall not be considered in public. Still, they shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy, or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's

privilege to address the school board.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or another official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public may or may not be invited to address the school board at the discretion of the school board. Possible examples are work sessions, public hearings, special election meetings, bid openings, or board retreats. The public is entitled to notice of these meetings and will be allowed to attend these meetings and may be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board may not take action at the same meeting on an item raised for the first time by the public.

VI. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs, and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (~~Minnesota Statutes, § chapter~~ 13.08, ~~Ssubdivision~~ 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (~~Minnesota Statutes, § section~~ 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law (~~Minnesota Statutes, Chapter~~ 13), and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes cause for suspension without pay or dismissal. (~~Minnesota Statutes, §, section~~ 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)



Cottonwood | Jackson | Lincoln | Lyon | Murray | Nobles | Pipestone | Redwood | Rock

January 2, 2025

MEMO TO: School Superintendents

MEMO FM: Jay Trusty, SRDC Executive Director

MEMO RE: Nominee to represent Region 8 Schools on the SRDC's Commission.

Please be advised that the Southwest Regional Development Commission is seeking nominations to fill the School Board representative vacancy on our Commission. The one requirement is the nominee(s) must be an elected school board member from one of the nine counties in our service area.

One of the goals of the SRDC is its staff is to be responsive to our members needs and concerns. To accomplish this goal, we need representation from and participation by the schools in our service area. Some general background information on being an SRDC member is enclosed.

Please discuss this with your School Board members at your next meeting and then submit your nominee's name on the enclosed form (**return to the SRDC Office by January 31, 2025**). After we have received all of the nominees, we will send out ballots so that you can vote on your representative. The nominee with the highest number of votes becomes the new School Board representative on the Commission.

Thank you and, if you have any questions, please contact Kathy Schreiber (507-836-1640 / srdc@swrdc.org) or Jay Trusty (507-836-1636 / execdir@swrdc.org) at the SRDC office.

JT/ks
Enclosures



2401 Broadway Ave, Suite 1
Slayton, MN 56172



P: 507-836-8547
F: 507-216-4606



swrdc.org
srdc@swrdc.org



PROVIDING PROFESSIONAL EXPERTISE & LEADERSHIP
TO ENHANCE REGIONAL OPPORTUNITIES

SERVING

9

Counties

80

Cities

162

Townships

32

School Districts

1

Tribal Nation

and over 117,000 people in Southwest Minnesota



Southwest Regional Development Commission (SRDC) is a nine-county Regional Development Organization that aims to connect units of government, businesses, and communities with the resources, planning, & services needed to promote and further opportunities in Southwest Minnesota.

Since 1973, SRDC has been a regionally-focused partner providing community development, economic development, and transportation planning initiatives across our region.

Our vision is to channel progressive collaboration between cities, counties, & townships so that knowledge & resources can be used to help the region prepare for a future where people and businesses thrive. If we're successful, the region will see:

- ✦ A growing workforce & business base
- ✦ Population stability
- ✦ Solutions to regional changes
- ✦ Better lives for those living in the region

COMMISSION MEETINGS

Full Commission meetings (in joining session with the Board of Directors) are generally held at 3:30pm on the 2nd Thursday of every other month beginning in January. Board of Directors meeting are held the 2nd Thursday of the months in between. Winter Full Commission meetings and all Board of Directors meetings are held in Slayton. May, July, and September Full Commission meetings rotate around the region.

Commission members receive a \$50 per diem and mileage (Federal reimbursement rate) for Commission-related activities.



COMMISSIONER ROLES & RESPONSIBILITIES

DESIRABLE CHARACTERISTICS

- Understand SRDC's mission and responsibilities of the governing or advisory body.
- Participate constructively in the give-and-take discussions on policy and/or programs matters.
- Attend meetings on a regular basis. If unable to attend, notify SRDC office via email/call.
- Keep your representative Board up to date on SRDC activities and provide the Commission with feedback and/or updates from your representative Board in regards to Commission or regional activities.
- Be a liaison to the communities and citizens needing SRDC services.

MAJOR ELEMENTS COMMISSIONERS WILL BE INVOLVED IN

1. Planning

- Identification of needs and resources: Commission members have the responsibility of identifying needs related to the organization's overall purpose, goals, and objectives, and responding to those needs by determining the organization's goals and objectives.
- Governing body members should consider the political implications of a proposed plan, ways in which negative consequences may be avoided or minimized, and assure methods of monitoring progress toward the achievement of objectives and the evaluation of actions.

2. Budgeting

- Serve as fiscal oversight of the organization's resources and rational allocation of resources to achieve the organization's goals, mission, and vision.

3. Evaluation

- Oversee and evaluate how the organization has accomplished its goals, projects, and programs. Identify needed changes in operational methods, redefine/reassess program objectives and goals as needed.

4. Representing the Commission

REPRESENTING THE COMMISSION

When representing the Commission, keep in mind:

SRDC's Commissioners are the Commission's Ambassadors. We look to our Commissioners to communicate on behalf of SRDC for regionally significant issues and Commission projects and programs.

- County Township Representatives represent ALL townships in the county.
- County Municipal Representatives represent ALL cities with a population under 10,000 in the county.
- School District Representatives represent ALL the school districts in the region.
- Commission members representing SRDC on outside Boards, such as the Area Transportation Partnerships, should be prepared to report back to the Commission on issues of importance to the region.

INTERESTED IN BECOMING A COMMISSIONER?

For questions or if interested in joining the Commission, contact SRDC Executive Director Jay Trusty (execdir@swrdc.org | 507-836-1636) or Deputy Director Robin Weis (robin@swrdc.org | 507-836-1638).

*** * * NOMINATION FORM * * ***

**SCHOOL BOARD REPRESENTATIVE
TO SERVE ON THE
SOUTHWEST REGIONAL DEVELOPMENT COMMISSION**

January 2, 2025

Our Nominee for the School Board Representative on the Southwest Regional Development Commission is:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Representing: _____

Please return form to the SRDC office by January 31, 2025

Southwest Regional Development Commission
Attn: Kathy Schreiber
2401 Broadway Avenue
Slayton, MN 56172
srdc@swrdc.org
Fax: 507-216-4606