



MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD REGULAR MEETING

Wednesday, February 26, 2025 @ 5:30 pm | 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
____ Emily Coequyt, Director
____ Martin Hennen, Clerk
____ Julie Mead, Vice-Chair

____ Ryan Runia, Treasurer
____ Tom Skorczewski, Director
____ Abby Thostenson, Chair

AGENDA – REGULAR MEETING

1. Regular Order of Business

- 1.1. Call to Order.....Chair Thostenson
- 1.2. Pledge of Allegiance
- 1.3. Roll Call
- 1.4. Approval of the Meeting AgendaM/S/V
- 1.5. Recognition of Visitors and Guests
- 1.6. Viking Pride: Positive Comments by School Board Members and Administration I/D

2. Presentations

- 2.1. 2024-2025 Budget Revision: Scott Monson, Superintendent I/D

3. Business Agenda

- 3.1. Student Enrollment
- 3.2. Student Activity Account
- 3.3. Financial Report
- 3.4. Approve February Bills-Check RegisterM/S/V

4. Leadership Reports

- 4.1. School Board and Committee Reports: School Board Members
- 4.2. Activities Director/Community Education Coordinator: Patty Myrvik
- 4.3. Elementary Principal/Curriculum Coordinator: Nicolle Johnston
- 4.4. High School Principal: Heather Anderson
- 4.5. Superintendent: Scott Monson

5. Approve Consent Agenda Items M/S/V

- 5.1. Minutes of the January 21, 2025 Regular Meeting
- 5.2. Minutes of the February 19, 2025 Special Meeting
- 5.3. Personnel Items
- 5.4. Memorandum of Understanding with MEMO – Math Corps Mentor
- 5.5. Memorandum of Agreement with Online College in the High School
- 5.6. Addition of a Junior Varsity Sporting Clay/Trap Coach at \$500/Season
- 5.7. Open Enrollment Request from a Canby 2nd Grade Student
- 5.8. FFA Waffle Feed Fundraiser
- 5.9. Junior Class-Prom Committee Class/Activity/Team Tip Night at KB's

6. Items Removed from the Consent AgendaI/D/M/S/V

7. Previous Business

- 7.1. Approve the 2025-2026 School CalendarM/S/V
- 7.2. Approve the 2024-2025 Budget RevisionM/S/V

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- 7.3. Policies and Procedures Review – 2nd Reading M/S/V
 - 7.3.1. Policy #201: Legal Status of the School Board
 - 7.3.2. Policy #202: School Board Officers
 - 7.3.3. Policy #203: Operation of the School Board-Governing Rules
 - 7.3.4. Policy #203.1: School Board Procedures; Rules of Order
 - 7.3.5. Policy #203.2: Order of the Regular School Board Meeting
 - 7.3.6. Policy #203.5: School Board Meeting Agenda
 - 7.3.7. Policy #203.6: Consent Agenda
 - 7.3.8. Policy #204: School Board Meeting Minutes
 - 7.3.9. Policy #205: Open Meetings and Closed Meetings
 - 7.3.10. Policy #206: Public Participation in School Board Meetings, Complaints About Persons at School Board Meetings, and Data Privacy Considerations
 - 8. New Business**
 - 8.1. 2025-2026 Preliminary Budget Outlook – Scenario Overview I/D
 - 8.2. Approve a Resolution Directing the Administration to Make Recommendations Regarding the Reduction and/or Discontinuance of Programs and Positions and Reasons Therefor M/S/V-RC
 - 8.3. Approve a Resolution Non-Renewing a Probationary Teacher, Shelby Domeier M/S/V-RC
 - 8.4. Approve a Resolution Non-Renewing a Probationary Teacher, Kendra Jerzak M/S/V-RC
 - 8.5. Approve a Resolution Non-Renewing a Probationary Teacher, Jay Knutson M/S/V-RC
 - 8.6. Approve 2025-2026 SWWC Service Cooperative Membership Agreements..... M/S/V
 - 8.7. Accept Erate Bid of \$56,955.76 From Tech Check M/S/V
 - 8.8. Policies and Procedures – Single Reading M/S/V
 - 8.8.1. Policy #522: Title IX Sex Nondiscrimination Policy, Grievance Procedure, and Process
 - 8.9. Policies and Procedures Review – 1st Reading I/D
 - 8.9.1. Policy #101: Legal Status of the School District
 - 8.9.2. Policy #103: Complaints – Students, Employees, Parents, Other Provisions
 - 8.9.3. Policy #207: Public Hearings
 - 8.9.4. Policy #208: Development, Adoption, and Implementation of Policies
 - 8.9.5. Policy #209: Code of Ethics
 - 8.9.6. Policy #210: Conflict of Interest – School Board Members
 - 8.9.7. Policy #211: Criminal or Civil Action Against School District, School Board Member, Employee, or Student
 - 8.9.8. Policy #212: School Board Member Development
 - 8.9.9. Policy #407: Employee Right to Know – Exposure to Hazardous Substances
 - 8.9.10. Policy #408: Subpoena of a School District Employee
 - 8.9.11. Policy #409: Employee Publications, Instructional Materials, Inventions, and Creations
 - 8.9.12. Policy #610: Field Trips
 - 8.10. Approve a Resolution for Acceptance of Gifts/Donations/Grants..... M/S/V-RC
 - 8.11. Discuss a Potential School Board Retreat/Work Session..... I/D/M/S/V
 - 8.12. School Board Meeting Information and Technology I/D
 - 9. Calendar Review: Meeting & Dates** I/D
 - 10. Potential Items for Future Meetings** I/D
 - 11. Adjournment** M/S/V

BUSINESS

AGENDA

STUDENT ENROLLMENT CURRENT AND HISTORICAL

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	2/17/2025
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 (K-12)	529	507	513	520	521	527	509	512	516	541 ← 539	
Total (PreK-12)	536	511	515	529	527	536	516	518	521	549	596
K-12 Change from Previous Year											-2



STUDENT ENROLLMENT PROJECTIONS

Grade	2020-2021 Funded	2021-2022 Funded	2022-2023 Funded	2023-2024 Funded	5-Year Grade Progression		2024-2025 Current	2025-2026 Projected	2026-2027 Projected	2027-2028 Projected
PreK	6.8	6.1	5.3	7.6			57	50	50	50
HK/K	22.6	39.3	31.8	42.1	NA		30	38	35	35
1st Grade	31.1	23.8	39.1	33.0	K-1	(0.4)	41	30	37	35
2nd Grade	30.1	31.4	25.5	41.8	1-2	0.6	33	42	30	38
3rd Grade	42.3	33.9	32.6	29.0	2-3	1.1	42	34	43	31
4th Grade	28.0	42.9	36.3	31.5	3-4	1.1	31	43	35	44
5th Grade	37.0	24.9	46.6	37.5	4-5	1.1	33	32	44	36
6th Grade	36.2	37.5	23.5	46.2	5-6	(0.3)	38	33	32	44
7th Grade	46.8	47.6	53.3	42.6	6-7	12.6	53	48	42	37
8th Grade	46.4	46.3	48.1	54.3	7-8	0.6	44	54	49	42
9th Grade	45.0	50.1	44.9	49.3	8-9	1.9	55	48	57	56
10th Grade	45.6	43.7	49.0	45.1	9-10	0.3	50	55	48	57
11th Grade	48.3	45.0	42.7	46.2	10-11	(1.6)	46	48	54	47
12th Grade	49.2	45.7	42.6	42.7	11-12	(2.7)	43	43	46	51
Total (K-12)	509	512	516	541	0	14	539	547	551	552
Total (PreK-12)	516	518	521	549			596	597	601	602
K-12 Change from Previous Year							-2	8	3	1



Student Activity Account – Month of January 2025

Fund #	Description	Receipt	Expense
4	Student Council - ISD #414 Snowball		\$ 431.71
4	Student Council - ISD #414 Snowball		\$ 1,150.00
4	Student Council - ISD #414 Snowball		\$ 595.94
4	Student Council - Pepsi		\$ 224.00
4	Student Council - Viking Coca Cola		\$ 220.75
4	Student Council - Viking Coca Cola		\$ 215.75
4	Student Council - Viking Coca Cola		\$ 119.50
8	Junior Class - Cold Stone		\$ 1,666.00
14	FFA - FFA Association		\$ 525.00
15	FCCLA - Brad's Market		\$ 16,079.66
4	Student Council - Lobby Pop	\$ 580.00	
4	Student Council - Lobby Pop	\$ 478.10	
4	Student Council - Lobby Pop	\$ 440.00	
8	Junior Class - Borch's Clothing Fundraiser	\$ 1,300.00	
8	Junior Class - Ice Cream Fundraiser	\$ 2,040.00	
15	FCCLA - Fruit Sales	\$ 3,548.00	
January 2025 Totals		\$ 8,386.10	\$ 21,228.31

Fund Name	FY25 Beginning Balance	January 2025		Year-To-Date			Ending Balance	Change
		Receipts	Expenses	Receipts	Expenses	Transfers		
Student Council	\$ 5,808.46	\$ 1,498.10	\$ 2,957.65	\$ 5,214.78	\$ 6,565.80	\$ 923.94	\$ 5,381.38	-7.4%
Grade 11	\$ 3,453.06	\$ 3,340.00	\$ 1,666.00	\$ 11,255.00	\$ 5,746.44	\$ (3,453.06)	\$ 5,508.56	59.5%
Grade 12	\$ 923.94	\$ -	\$ -	\$ -	\$ -	\$ 2,529.12	\$ 3,453.06	273.7%
FFA	\$ 4,379.98	\$ -	\$ 525.00	\$ -	\$ 1,740.00	\$ -	\$ 2,639.98	-39.7%
FCCLA	\$ 12,783.51	\$ 3,548.00	\$ 16,079.66	\$ 23,135.00	\$ 29,135.78	\$ -	\$ 6,782.73	-46.9%
National Honor Society	\$ 737.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737.48	0.0%
January 2025 Totals	\$ 28,086.43	\$ 8,386.10	\$ 21,228.31	\$ 39,604.78	\$ 43,188.02	\$ -	\$ 24,503.19	-12.8%

FINANCIAL REPORT

CASH FLOW | END OF JANUARY 2025

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Ending Balance	Change from Previous Month
State Bank of Taunton [0200]	General	\$ 211,080.88		\$ 515,778.36	\$ 603,095.15	\$ 123,764.09	\$ (87,316.79)
State Bank of Taunton [0218]	Student Activities	\$ 37,345.40		\$ 8,386.10	\$ 21,228.31	\$ 24,503.19	\$ (12,842.21)
State Bank of Taunton [0226]	Petty Cash	\$ 1,450.00		\$ -	\$ -	\$ 1,450.00	\$ -
State Bank of Taunton [0234]	Payroll	\$ -		\$ 254,567.91	\$ 254,567.91	\$ -	\$ -
PMA-MN Trust [2023A]	2023A	\$ 696,154.86	\$ 1,399.06	\$ -	\$ -	\$ 697,553.92	\$ 1,399.06
PMA-MN Trust [2023B]	2023B	\$ 1,926,054.18	\$ 3,375.12	\$ -	\$ -	\$ 1,929,429.30	\$ 3,375.12
PMA-MN Trust	Investments	\$ 3,248,706.04	\$ 10,740.46	\$ 1,115,615.13	\$ 2,133,625.00	\$ 2,241,436.63	\$ (1,007,269.41)
End of January 2025 Statement Totals: All Depositories		\$ 6,120,791.36	\$ 15,514.64	\$ 1,894,347.50	\$ 3,012,516.37	\$ 5,018,137.13	\$ (1,102,654.23)
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	
Net Changes From January 1 through January 31		\$ 325,593.76	\$ 198.52	\$ 350,415.69	\$ 1,778,862.20	\$ (1,102,654.23)	
Net Decrease in Balance/Cash Flow From January 1, 2025 to January 31, 2025						\$ (1,102,654.23)	



FINANCIAL REPORT

ALL FUNDS | EXPENSES & REVENUES

Sequence: L, Fd

Description	202307			202407			202507		
	Budget BUD23	Year to Date	%	Budget BUD24	Year to Date	%	Budget ADP25	Year to Date	%
E Expenditure									
01 General Fund	7,503,210.00	3,956,184.06	53%	7,904,910.00	3,902,926.90	49%	7,715,916.00	4,237,228.93	55%
02 Food Service Fund	383,205.00	210,147.03	55%	475,972.00	249,736.20	52%	511,272.00	259,836.95	51%
04 Community Service	173,307.00	129,315.73	75%	240,967.00	109,049.89	45%	252,685.00	118,969.63	47%
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	1,178,255.00	100%	1,177,800.00	1,172,850.00	100%	1,548,528.00	1,545,577.50	100%
E Expenditure	9,235,227.00	5,473,901.82	59%	9,835,649.00	5,469,941.77	56%	10,292,759.00	6,161,613.01	60%
R Revenue									
01 General Fund	(7,124,167.00)	(2,701,553.24)	38%	(7,760,002.00)	(2,916,820.67)	38%	(7,593,069.00)	(3,428,044.76)	45%
02 Food Service Fund	(401,540.00)	(192,823.72)	48%	(497,500.00)	(218,289.89)	44%	(481,070.00)	(222,248.73)	46%
04 Community Service	(158,930.00)	(62,395.65)	39%	(174,041.00)	(88,203.50)	51%	(188,505.00)	(106,113.67)	56%
06 Building Construction Fund	0.00	0.00	0%	(2,635,533.00)	(2,575,533.08)	98%	(45,000.00)	(63,905.50)	142%
07 Debt Service Fund	(1,162,368.00)	(526,076.14)	45%	(1,178,297.00)	(973,824.83)	83%	(1,603,388.00)	(1,275,939.34)	80%
21 Student Activity Account	0.00	(4,754.25)	0%	0.00	(5,972.07)	0%	0.00	(9,258.97)	0%
R Revenue	(8,847,005.00)	(3,487,603.00)	39%	(12,245,373.00)	(6,778,644.04)	55%	(9,911,032.00)	(5,105,510.97)	52%



FINANCIAL REPORT

FUND 1 | REVENUES BY SOURCE

Sequence: Fd, O/S

Description	202307			202407			202507		
	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)	(393,823.14)	23%	(1,818,631.00)	(688,551.43)	38%	(1,643,859.00)	(669,745.43)	41%
200 State Revenues	(4,275,406.00)	(1,723,307.83)	40%	(4,710,481.00)	(2,021,295.05)	43%	(4,742,903.00)	(1,955,627.22)	41%
	(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)	(14,602.28)	62%
300 State Revenues	(672,569.00)	(315,734.04)	47%	(1,017,477.00)	(194,797.02)	19%	(1,039,965.00)	(674,943.94)	65%
400 Federal Revenues from State	(231,344.00)	0.00	0%	(148,519.00)	(2,053.07)	1%	(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)	(259,063.07)	171%	0.00	(1,888.50)	0%	0.00	987.12	0%
01 General Fund	(7,124,167.00)	(2,701,553.24)	38%	(7,760,002.00)	(2,916,820.67)	38%	(7,593,069.00)	(3,428,044.76)	45%



FINANCIAL REPORT

FUND 1 | EXPENSES BY OBJECT

Sequence: Fd, O/S		202307			202407			202507		
Description		Budget BUD23	Year to Date	%	Budget BUD24	Year to Date	%	Budget ADP25	Year to Date	%
01 General Fund										
100 Salaries & Wages		3,939,478.00	1,919,984.93	49%	4,295,935.00	1,999,462.50	47%	4,288,023.00	2,146,986.06	50%
200 Employee Benefits		932,965.00	432,876.32	46%	1,119,935.00	508,962.35	45%	1,245,156.00	512,924.23	41%
300 Purchased Services		1,487,992.00	915,405.26	62%	1,443,025.00	746,640.56	52%	1,471,119.00	805,301.44	55%
400 Supplies & Materials		890,330.00	466,217.38	52%	787,395.00	437,056.52	56%	573,418.00	570,834.19	100%
500 Capital Expenditures		223,137.00	200,156.97	90%	234,000.00	195,611.48	84%	108,500.00	184,135.69	170%
800 Other Expenditures		29,308.00	21,543.20	74%	24,620.00	15,193.49	62%	29,700.00	17,047.32	57%
01 General Fund		7,503,210.00	3,956,184.06	53%	7,904,910.00	3,902,926.90	49%	7,715,916.00	4,237,228.93	55%



MNTrust Monthly Statement

Minneota ISD #414

Please Note:

THE FUND WILL BE CLOSED FEBRUARY 17TH IN OBSERVANCE OF THE PRESIDENTS' DAY HOLIDAY

Activity Summary (31273-101) Operating

1/1/2025 - 1/31/2025

Investment Pool Summary		IS
Beginning Balance		\$2,763,906.04
Dividends		\$10,740.46
Purchases		\$1,115,615.13
Redemptions		(\$1,648,825.00)
Ending Balance		\$2,241,436.63
Average Monthly Rate		4.358%
Share Price		\$1.000
Total		\$2,241,436.63
Total Fixed Income		\$0.00
Account Total		\$2,241,436.63

Minneota ISD #414
Tara Skorczewski
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Your PMA Representative
Steve Pumper
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PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563



MNTrust Monthly Statement

Minneota ISD #414

Transaction Activity (31273-101) Operating

IS 1/1/2025 - 1/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11210983	01/09/2025	01/09/2025	State Funds Purchase, ISD 0414	\$0.00	\$40,144.89	\$1.000	40,144.890
11211109	01/09/2025	01/09/2025	Online Wire Redemption	(\$200,000.00)	\$0.00	\$1.000	(200,000.000)
11215593	01/15/2025	01/15/2025	FRI Maturity Purchase, CD-1362726-1 Northbrook Bank and Trust Company, National Association	\$0.00	\$242,400.00	\$1.000	242,400.000
11215594	01/15/2025	01/15/2025	FRI Maturity Purchase, CD-1362727-1 Old Plank Trail Community Bank, National Association	\$0.00	\$242,400.00	\$1.000	242,400.000
11215826	01/15/2025	01/15/2025	FRI Interest Purchase, CD-1362726-1 Northbrook Bank and Trust Company, National Association	\$0.00	\$7,474.75	\$1.000	7,474.750
11215827	01/15/2025	01/15/2025	FRI Interest Purchase, CD-1362727-1 Old Plank Trail Community Bank, National Association	\$0.00	\$7,474.75	\$1.000	7,474.750
11216529	01/15/2025	01/15/2025	State Funds Purchase, ISD 0414	\$0.00	\$317,887.51	\$1.000	317,887.510
11223387	01/24/2025	01/24/2025	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
11216782	01/28/2025	01/28/2025	Phone Wire Redemption, 18B, 23A, 23B	(\$334,593.75)	\$0.00	\$1.000	(334,593.750)
11216783	01/28/2025	01/28/2025	Phone Wire Redemption, 16A, 16B, 18A	(\$964,231.25)	\$0.00	\$1.000	(964,231.250)
11228268	01/30/2025	01/30/2025	State Funds Purchase, ISD 0414	\$0.00	\$257,833.23	\$1.000	257,833.230
11237350	01/31/2025	01/31/2025	Dividend Reinvest	\$0.00	\$10,740.46	\$1.000	10,740.460
				(\$1,648,825.00)	\$1,126,355.59		(522,469.410)

Beginning Balance: \$2,763,906.04 | Ending Balance: \$2,241,436.63



MNTrust Monthly Statement

Minneota ISD #414

Fixed Income Investments

Maturities 1/1/2025 - 1/31/2025

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
CD	1362726-1	01/15/2025	06/12/2024	01/15/2025	Northbrook Bank and Trust Company, National Association	\$242,400.00	5.187%	\$249,874.75
CD	1362727-1	01/15/2025	06/12/2024	01/15/2025	Old Plank Trail Community Bank, National Association	\$242,400.00	5.187%	\$249,874.75
						\$484,800.00		\$499,749.50



MNTrust Monthly Statement

Minneota ISD #414

Fixed Income Investments

Interest 1/1/2025 - 1/31/2025

Type	Holding Id	Trade Date	Description	Interest
CD	1362726-1	01/15/2025	Northbrook Bank and Trust Company, National Association, Interest	\$7,474.75
CD	1362727-1	01/15/2025	Old Plank Trail Community Bank, National Association, Interest	\$7,474.75
				\$14,949.50



Current Portfolio

1/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				01/31/2025		IS Account Balance	\$2,241,436.63	4.358%	\$1.000	\$2,241,436.63	\$2,241,436.63
							\$2,241,436.63			\$2,241,436.63	\$2,241,436.63

Time and Dollar Weighted Average Portfolio Yield: n/a

Weighted Average Portfolio Maturity: n/a

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	100.000%	\$2,241,436.63	IS Account

Index

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".



MNTrust Monthly Statement

Minneota ISD #414

Please Note:

THE FUND WILL BE CLOSED FEBRUARY 17TH IN OBSERVANCE OF THE PRESIDENTS' DAY HOLIDAY

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

1/1/2025 - 1/31/2025

Investment Pool Summary		IS
Beginning Balance		\$378,002.52
Dividends		\$1,399.06
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$379,401.58
Average Monthly Rate		4.358%
Share Price		\$1.000
Total		\$379,401.58
Total Fixed Income		\$318,152.34
Account Total		\$697,553.92

Minneota ISD #414
Tara Skorczewski
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Minneota, MN 56264

Your PMA Representative
Steve Pumper
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PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563



MNTrust Monthly Statement

Minneota ISD #414

Transaction Activity (31273-201) 2023A Bonds

IS 1/1/2025 - 1/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11237351	01/31/2025	01/31/2025	Dividend Reinvest	\$0.00	\$1,399.06	\$1.000	1,399.060
				\$0.00	\$1,399.06		1,399.060

Beginning Balance: \$378,002.52 | Ending Balance: \$379,401.58



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

1/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				01/31/2025		IS Account Balance	\$379,401.58	4.358%	\$1.000	\$379,401.58	\$379,401.58
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	\$97,714.84
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
							\$697,553.92			\$729,021.96	\$703,866.42

Time and Dollar Weighted Average Portfolio Yield: 5.027%

Weighted Average Portfolio Maturity: 219.69 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	54.390%	\$379,401.58	IS Account
SEC	13.103%	\$91,402.34	Securities
CD	32.506%	\$226,750.00	Certificate of Deposit

Index

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

Security Codes

6 | Treasury Note



MNTrust Monthly Statement

Minneota ISD #414

Please Note:

THE FUND WILL BE CLOSED FEBRUARY 17TH IN OBSERVANCE OF THE PRESIDENTS' DAY HOLIDAY

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

1/1/2025 - 1/31/2025

Investment Pool Summary		IS
Beginning Balance		\$911,907.30
Dividends		\$3,375.12
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$915,282.42
Average Monthly Rate		4.358%
Share Price		\$1.000
Total		\$915,282.42
Total Fixed Income		\$1,014,146.88
Account Total		\$1,929,429.30

Minneota ISD #414
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Naperville, IL 60563



MNTrust Monthly Statement

Minneota ISD #414

Transaction Activity (31273-202) 2023B Taxable Bonds

IS 1/1/2025 - 1/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11237352	01/31/2025	01/31/2025	Dividend Reinvest	\$0.00	\$3,375.12	\$1.000	3,375.120
				\$0.00	\$3,375.12		3,375.120

Beginning Balance: \$911,907.30 | Ending Balance: \$915,282.42



MNTrust Monthly Statement

Minneota ISD #414

Current Portfolio

1/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				01/31/2025		IS Account Balance	\$915,282.42	4.358%	\$1.000	\$915,282.42	\$915,282.42
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	\$195,429.69
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
							\$1,929,429.30			\$2,026,002.46	\$1,942,062.11

Time and Dollar Weighted Average Portfolio Yield: 5.023%

Weighted Average Portfolio Maturity: 178.10 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	47.438%	\$915,282.42	IS Account
CD	43.088%	\$831,350.00	Certificate of Deposit
SEC	9.474%	\$182,796.88	Securities

Index

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

Security Codes

6 | Treasury Note

Minneota Public School
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$480,354.71
02	Food Service Fund	\$28,602.23
04	Community Service	\$12,984.20
Report Total		\$521,941.14

Detail Payment Register By Check

2/20/2025

10:14 AM

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	3034			elan Corporate		Wire			
			E 01	300 211 000 000 401	Miscellaneous Supplies	\$18.81			
PO#:	Voucher #:	49709	Invoice	Invoice No: 1/10/25	1/21/2025	Paid Amt:	\$18.81		
						Check Amount:	\$18.81		
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01	215 013	ST TAX	\$6,209.40			
PO#:	Voucher #:	49727	Invoice	Invoice No: S2025140	1/23/2025	Paid Amt:	\$6,209.40		
						Check Amount:	\$6,209.40		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01	215 017	PERA	\$7,560.95			
PO#:	Voucher #:	49728	Invoice	Invoice No: S2025140	1/23/2025	Paid Amt:	\$7,560.95		
						Check Amount:	\$7,560.95		
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01	215 018	TRA	\$22,602.64			
PO#:	Voucher #:	49730	Invoice	Invoice No: S2025140	1/23/2025	Paid Amt:	\$22,602.64		
						Check Amount:	\$22,602.64		
SBT	2313			Educators Benefit Consultants		Wire			
			B 01	215 000	PAYROLL DEDUCTIONS	\$1,558.67			
			B 02	215 000	PD&EmCon	\$55.21			
			B 01	215 085	MED FSA	\$825.00			
			B 01	215 086	PAYROLL DEDUCTIONS	\$645.83			
PO#:	Voucher #:	49722	Invoice	Invoice No: S2025140	1/23/2025	Paid Amt:	\$3,084.71		
						Check Amount:	\$3,084.71		
SBT	3017			EFTPS		Wire			
			B 01	215 010	FICA/MD	\$28,117.82			
			B 01	215 011	FED TAX	\$11,430.88			
PO#:	Voucher #:	49724	Invoice	Invoice No: S2025140	1/23/2025	Paid Amt:	\$39,548.70		
						Check Amount:	\$39,548.70		
SBT	3022			Common Remitter		Wire			
			B 01	215 005	PAYANNU	\$5,326.15			
PO#:	Voucher #:	49731	Invoice	Invoice No: S2025140	1/23/2025	Paid Amt:	\$5,326.15		
			B 01	215 005	PAYANNU	\$200.34			
PO#:	Voucher #:	49729	Invoice	Invoice No: S2025140	1/23/2025	Paid Amt:	\$200.34		
			B 01	215 005	PAYANNU	\$983.47			
PO#:	Voucher #:	49723	Invoice	Invoice No: S2025140	1/23/2025	Paid Amt:	\$983.47		
						Check Amount:	\$6,509.96		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	4275			Northeast Service Coop		Wire			
			B 01 215 032	January 2025 Delta Enrollment		\$1,978.00			
PO#:	Voucher #:	49745	Invoice	Invoice No: 2086	1/28/2025	Paid Amt:	\$1,978.00		
						Check Amount:	\$1,978.00		
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire			
			B 01 215 027	Group Health Insurance		\$34,062.02			
PO#:	Voucher #:	49789	Invoice	Invoice No: 1/2/2025 Health Ins.	1/30/2025	Paid Amt:	\$34,062.02		
						Check Amount:	\$34,062.02		
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01 215 013	ST TAX		\$6,702.75			
PO#:	Voucher #:	49849	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt:	\$6,702.75		
						Check Amount:	\$6,702.75		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA		\$8,865.48			
PO#:	Voucher #:	49850	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt:	\$8,865.48		
						Check Amount:	\$8,865.48		
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA		\$22,998.28			
PO#:	Voucher #:	49852	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt:	\$22,998.28		
						Check Amount:	\$22,998.28		
SBT	2313			Educators Benefit Consultants		Wire			
			B 01 215 000	PAYROLL DEDUCTIONS		\$1,565.80			
			B 02 215 000	PD&EmCon		\$48.08			
			B 01 215 085	MED FSA		\$825.00			
			B 01 215 086	PAYROLL DEDUCTIONS		\$645.83			
PO#:	Voucher #:	49845	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt:	\$3,084.71		
						Check Amount:	\$3,084.71		
SBT	3017			EFTPS		Wire			
			B 01 215 010	FICA/MD		\$29,664.58			
			B 01 215 011	FED TAX		\$12,272.17			
PO#:	Voucher #:	49847	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt:	\$41,936.75		
						Check Amount:	\$41,936.75		
SBT	3022			Common Remitter		Wire			
			B 01 215 005	PAYANNU		\$5,344.99			
PO#:	Voucher #:	49853	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt:	\$5,344.99		

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3022			Common Remitter		Wire		
			B 01 215 005	PAYANNU			\$200.34	
PO#:	Voucher #:	49851	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt:	\$200.34	
			B 01 215 005	PAYANNU			\$861.05	
PO#:	Voucher #:	49846	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt:	\$861.05	
						Check Amount:	\$6,406.38	
SBT	2819			EMC Insurance Companies		Wire		
			E 01 005 940 000 000 340	Property, Liability			\$5,850.66	
			E 01 005 940 000 000 340	Auto			\$632.54	
PO#:	Voucher #:	49887	Invoice	Invoice No: 7002364193	2/11/2025	Paid Amt:	\$6,483.20	
						Check Amount:	\$6,483.20	
SBT	3034			elan Corporate		Wire		
			E 01 100 203 022 000 430	Really Good Stuff Tap and Write CVC Words			\$34.99	
			E 01 100 203 022 000 430	Really Good Stuff If I Can Spell CVC Word Fa			\$26.23	
			E 01 100 203 022 000 430	Freight			\$16.98	
PO#: 11043	Voucher #:	49935	Invoice	Invoice No: December 2024 Stmt	2/18/2025	Paid Amt:	\$78.20	
			E 01 300 292 237 000 401	Carlisle FoodService Products CT101403 Caf			\$11.67	
			E 01 300 292 237 000 401	Miniature Paint Brush Set, 7 Piece Fine Detail			\$4.99	
			E 01 300 292 237 000 401	Set of 2 Classic Pocket Watch with Chain for I			\$10.99	
			E 01 300 292 237 000 401	Set of 2 Classic Pocket Watch with Chain for I			\$10.07	
			E 01 300 292 237 000 401	Set of 2 Classic Pocket Watch with Chain for I			\$10.99	
			E 01 300 292 237 000 401	Craftido Glow in The Dark Fabric, Luminous S			\$59.98	
			E 01 300 292 237 000 401	Portable Beach Chair with Back Support, Folc			\$19.99	
			E 01 300 292 237 000 401	Vintage Stamps Stickers 50pcs Retro Stamps			\$2.99	
			E 01 300 292 237 000 401	12 Pack Clear Plastic Storage Favor Jars Wid			\$11.99	
			E 01 300 292 237 000 401	Call Bell 3.35 Inch Diameter with Metal Anti-Ri			\$5.99	
			E 01 300 292 237 000 401	Scotte Captain Pipe Red Pipe			\$6.99	
			E 01 300 292 237 000 401	16 Pcs Broken Bones X-Ray Set, Black and V			\$22.93	
PO#: 11055	Voucher #:	49936	Invoice	Invoice No: December 2024 Stmt	2/18/2025	Paid Amt:	\$179.57	
			E 01 300 292 209 000 401	Raspberry Pi 4 Model B (4GB)			\$60.89	
PO#: 11059	Voucher #:	49937	Invoice	Invoice No: December 2024 Stmt	2/18/2025	Paid Amt:	\$60.89	
			E 01 300 220 000 000 430	The Great Gatsby novel			\$223.65	
			E 01 300 220 000 000 430	Macbeth novel no fear			\$227.15	
			E 01 300 220 000 000 430	Freight			\$28.97	
PO#: 11063	Voucher #:	49938	Invoice	Invoice No: December 2024 Stmt	2/18/2025	Paid Amt:	\$479.77	
			E 01 300 260 000 000 430	Tablet Holder			\$36.99	
			E 01 300 260 000 000 430	Basic Medical Black Nitrile Exam Gloves - Lat			\$46.00	

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	3034			elan Corporate		Wire
			E 01	300 260 000 000 430	1000 Pcs Plastic Transfer Pipettes Disposable	\$31.99
			E 01	300 260 000 000 430	Microscope Lens Cellphone Adapter, Microsc	\$155.94
			E 01	300 260 000 000 430	500 Pcs Balloons Assorted Color, Rainbow Bi	\$5.57
			E 01	300 260 000 000 430	Block and Tackle 4400 LB Breaking Strength t	\$23.99
			E 01	300 260 000 000 430	Cynamed Precision Dissecting Scalpel Handle	\$29.95
PO#: 11066	Voucher #:	49939	Invoice	Invoice No: December 2024 stmt	2/18/2025	Paid Amt: \$330.43
			E 01	005 257 000 000 401	Logitech ERGO Wireless Mouse	\$42.99
			E 01	005 257 000 000 401	Logitech Professional Presenter R800, Wirele:	\$174.95
PO#: 11067	Voucher #:	49940	Invoice	Invoice No: December 2024 Stmt	2/18/2025	Paid Amt: \$217.94
			E 01	300 341 000 830 430	BBC micro:bit v2 Club Pack (10x)	\$170.99
PO#: 11047	Voucher #:	49941	Invoice	Invoice No: December 2024 Stmt	2/18/2025	Paid Amt: \$170.99
			E 01	100 203 022 000 430	Coogam Wooden Short vowel Reading Letters:	\$16.99
			E 01	100 203 022 000 430	The Learning Journey : Match It! letters 20 pi	\$12.99
			E 01	100 203 022 000 430	CVC Word Games, CVC Flash Cards, Phonic	\$15.98
			E 01	100 203 022 000 430	Aizweb CVC Word Game, PHonics Games Fl:	\$24.99
PO#: 11046	Voucher #:	49942	Invoice	Invoice No: December 2024 Stmt	2/18/2025	Paid Amt: \$70.95
			E 01	005 110 000 000 401	Amazon Receipt - Missing	\$69.42
PO#:	Voucher #:	49943	Invoice	Invoice No: December 2024 Stmt	2/18/2025	Paid Amt: \$69.42
			E 01	300 211 000 000 401	Student Council Supplies	\$1,613.25
			E 01	300 294 221 000 369	9th Grade Wrestling	\$450.16
			E 01	300 211 000 000 401	FFA Meals	\$148.01
			E 01	300 292 209 000 401	Robotics Supplies	\$23.46
			E 01	100 203 000 000 406	IXL Subscription	\$550.00
			E 01	005 010 000 000 366	School Board Meals and Travel	\$2,103.00
			E 01	300 298 000 000 401	Apple Subscription	\$12.74
			E 01	005 810 000 000 401	Building Fee	\$25.54
			E 01	005 810 000 000 401	Postage	\$72.98
			E 01	005 760 000 720 440	Fuel	\$48.28
			E 02	005 770 000 701 401	Kitchen Supplies	\$106.98
			E 01	005 720 000 000 401	Nurse Membership	\$38.75
			E 04	005 505 290 321 401	Trap Team Ammunition	\$11,186.00
			E 01	100 203 035 000 401	Viking Valor	\$22.95
			E 01	005 640 000 316 366	All Staff Development	\$4,200.80
			E 01	100 203 033 000 430	K Buysse Classroom Supplies	\$12.50
			E 01	100 203 034 000 430	S Domeier Classroom Supplies	\$127.43
PO#:	Voucher #:	49933	Invoice	Invoice No: December 2024 Stmt	2/18/2025	Paid Amt: \$20,742.83

Detail Payment Register By Check

2/20/2025

10:14 AM

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	3034			elan Corporate		Wire
			E 01	100 203 028 000 430	AILIHEN Headphones Wired 12-Pack Bulk for	\$82.99
			E 01	100 203 028 000 430	Unfinished Natural Wooden Slices 40 Pcs 3.2	\$41.98
			E 01	100 203 028 000 430	XPCARE 100Pcs Paper Gift Bags 5.25x3.25x1	\$19.99
			E 01	100 203 028 000 430	Ocean Tides Tissue Paper Gift Wrap - 100 Sh	\$15.98
			E 01	100 203 028 000 430	Better Office Products Red Plastic 2 Pocket F	\$25.99
			E 01	100 203 028 000 430	Oikss 50 Pack 8x4.75x10 Inch Medium Paper	\$10.77
PO#: 11054	Voucher #:	49934	Invoice	Invoice No: December 2024 Stmt	2/18/2025	Paid Amt: \$197.70
						Check Amount: \$22,598.69
SBT	51395	3325		VANCE GULLICKSON		Check
			E 01	300 296 213 000 305	1/16 GBB Official	\$150.00
PO#:	Voucher #:	49704	Invoice	Invoice No: 1/16 GBB	1/16/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51396	4338		Anthony Rybinski		Check
			E 01	300 294 213 000 305	1/21 JH BBB Official	\$60.00
PO#:	Voucher #:	49714	Invoice	Invoice No: 1/21 JH BBB	1/21/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51397	4338		Anthony Rybinski		Check
			E 01	300 294 213 000 305	1/23 JH BBB Official	\$60.00
PO#:	Voucher #:	49719	Invoice	Invoice No: 1/23 JH BBB	1/21/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51398	4448		Brian Rodas		Check
			E 01	300 294 221 000 305	1/21 Wrestling Invite	\$100.00
PO#:	Voucher #:	49710	Invoice	Invoice No: 1/21 Wrestling	1/21/2025	Paid Amt: \$100.00
						Check Amount: \$100.00
SBT	51399	4463		Emma Lipinski		Check
			E 01	300 211 000 000 401	SnoBall Coronation Photographer	\$125.00
PO#:	Voucher #:	49721	Invoice	Invoice No: SnoBall Coronation	1/21/2025	Paid Amt: \$125.00
						Check Amount: \$125.00
SBT	51400	4240		JEREN ROST		Check
			E 01	300 296 213 000 305	1/23 JH GBB Official	\$40.00
PO#:	Voucher #:	49716	Invoice	Invoice No: 1/23 JH GBB	1/21/2025	Paid Amt: \$40.00
						Check Amount: \$40.00

Minneota Public School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51401	1107		KEVEN LARSON		Check
			E 01 300 294 213 000 305	1/21 JH BBB Official		\$60.00
PO#:	Voucher #:	49713	Invoice	Invoice No: 1/21 JH BBB	1/21/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51402	4449		Mark LeVasseur		Check
			E 01 300 294 221 000 305	1/21 Wrestling Invite		\$305.00
PO#:	Voucher #:	49711	Invoice	Invoice No: 1/21 Wrestling	1/21/2025	Paid Amt: \$305.00
						Check Amount: \$305.00
SBT	51403	1861		MASC		Check
			E 01 300 298 000 000 820	2024-25 MASC Membership		\$85.00
PO#:	Voucher #:	49720	Invoice	Invoice No: 3839	1/21/2025	Paid Amt: \$85.00
						Check Amount: \$85.00
SBT	51404	4298		Mason Sellner		Check
			E 01 300 294 213 000 305	1/23 JH BBB Official		\$60.00
PO#:	Voucher #:	49718	Invoice	Invoice No: 1/23 JH BBB	1/21/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51405	02024		MN BCA		Check
			E 01 005 110 000 000 401	KJ Background Check		\$15.00
PO#:	Voucher #:	49715	Invoice	Invoice No: KJ Background Check	1/21/2025	Paid Amt: \$15.00
						Check Amount: \$15.00
SBT	51406	4559		Parker Bradley		Check
			E 01 300 296 213 000 305	1/23 JH GBB Official		\$40.00
PO#:	Voucher #:	49717	Invoice	Invoice No: 1/23 JH GBB	1/21/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51407	4453		Peter Janiszeski		Check
			E 01 300 294 221 000 305	1/21 Wrestling Invite		\$305.00
PO#:	Voucher #:	49712	Invoice	Invoice No: 1/21 Wrestling	1/21/2025	Paid Amt: \$305.00
						Check Amount: \$305.00
SBT	51408	01568		Minneota Education Minnesota Organization		Check
			B 01 215 028	DUES		\$1,266.70
PO#:	Voucher #:	49725	Invoice	Invoice No: S2025140	1/23/2025	Paid Amt: \$1,266.70
						Check Amount: \$1,266.70
SBT	51409	3105		MN Child Support Payment Center		Check
			B 01 215 080	PAYROLL DEDUCTIONS		\$308.40
PO#:	Voucher #:	49726	Invoice	Invoice No: S2025140	1/23/2025	Paid Amt: \$308.40
						Check Amount: \$308.40

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51410	4093		ABBY HENNEN		Check
			E 01 300 296 213 000 305	1/24 GBB Official		\$60.00
PO#:	Voucher #:	49735	Invoice	Invoice No: 1/24 GBB	1/24/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51411	4439		Braeden Panka		Check
			E 01 300 296 213 000 305	1/24 JH GBB Official		\$60.00
PO#:	Voucher #:	49732	Invoice	Invoice No: 1/24 JH GBB	1/24/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51412	4306		JASON BOE		Check
			E 01 300 296 213 000 305	1/24 GBB Official		\$150.00
PO#:	Voucher #:	49733	Invoice	Invoice No: 1/24 GBB	1/24/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51413	4199		JOSHUA FREDICKSON		Check
			E 01 300 296 213 000 305	1/24 GBB Official		\$150.00
PO#:	Voucher #:	49734	Invoice	Invoice No: 1/24 GBB	1/24/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51414	4298		Mason Sellner		Check
			E 01 300 296 213 000 305	1/24 GBB Official		\$150.00
PO#:	Voucher #:	49737	Invoice	Invoice No: 1/24 GBB	1/24/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51415	4251		Morgan Sanow		Check
			E 01 300 296 213 000 305	1/24 GBB Official		\$60.00
PO#:	Voucher #:	49736	Invoice	Invoice No: 1/24 GBB	1/24/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51416	4560		Allison Monson		Check
			E 01 300 294 213 000 305	1/27 BBB Official		\$60.00
PO#:	Voucher #:	49743	Invoice	Invoice No: 1/27 BBB	1/27/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51417	3310		CLINT SCHILLER		Check
			E 01 300 294 213 000 305	1/27 BBB Official		\$150.00
PO#:	Voucher #:	49742	Invoice	Invoice No: 1/27 BBB	1/27/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51418	3477		ERIC ASCHE		Check
			E 01 300 294 213 000 305	1/27 BBB Official		\$150.00
PO#:	Voucher #:	49739	Invoice	Invoice No: 1/27 BBB	1/27/2025	Paid Amt: \$150.00
						Check Amount: \$150.00

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51419	1107		KEVEN LARSON		Check		
			E 01	300 296 213 000 305	1/24 JH GBB Official	\$60.00		
PO#:	Voucher #:	49738	Invoice	Invoice No:	1/24 JH GBB	1/27/2025	Paid Amt:	\$60.00
			E 01	300 294 213 000 305	1/27 BBB Official	\$60.00		
PO#:	Voucher #:	49741	Invoice	Invoice No:	1/27 BBB	1/27/2025	Paid Amt:	\$60.00
							Check Amount:	\$120.00
SBT	51420	3325		VANCE GULLICKSON		Check		
			E 01	300 294 213 000 305	1/27 BBB Official	\$150.00		
PO#:	Voucher #:	49740	Invoice	Invoice No:	1/27 BBB	1/27/2025	Paid Amt:	\$150.00
							Check Amount:	\$150.00
SBT	51421	4322		AFSCME		Check		
			B 01	215 027	1/10 Dues	\$386.76		
			B 01	215 027	1/24 Dues	\$386.76		
PO#:	Voucher #:	49749	Invoice	Invoice No:	Jan 25 Dues	1/28/2025	Paid Amt:	\$773.52
							Check Amount:	\$773.52
SBT	51422	00017		AMERICAN FAMILY ASSURANCE		Check		
			B 01	215 026	Group Cancer - Payroll Deduction	\$850.76		
PO#:	Voucher #:	49753	Invoice	Invoice No:	733597	1/28/2025	Paid Amt:	\$850.76
							Check Amount:	\$850.76
SBT	51423	4541		DS Erickson & Associates PLLC		Check		
			B 01	215 080	RS Garnishment	\$246.93		
PO#:	Voucher #:	49744	Invoice	Invoice No:	RS Garnishment	1/28/2025	Paid Amt:	\$246.93
							Check Amount:	\$246.93
SBT	51424	01418		HORACE MANN		Check		
			B 01	215 051	JV Auto Insurance	\$42.46		
			B 01	215 051	KL Auto Insurance	\$498.82		
PO#:	Voucher #:	49750	Invoice	Invoice No:	220034A	1/28/2025	Paid Amt:	\$541.28
							Check Amount:	\$541.28
SBT	51425	3303		Legal Shield		Check		
			B 01	215 033	Group Legal - Payroll Deduction	\$181.40		
PO#:	Voucher #:	49747	Invoice	Invoice No:	0141134	1/28/2025	Paid Amt:	\$181.40
							Check Amount:	\$181.40
SBT	51426	1080		MN NCPERS Life Insurance		Check		
			B 01	215 025	SB Life Insurance	\$16.00		
PO#:	Voucher #:	49746	Invoice	Invoice No:	185001022025	1/28/2025	Paid Amt:	\$16.00
							Check Amount:	\$16.00

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51427	2490		USABLE Life		Check
			B 01 215 027	Group Life - Payroll Deduction		\$154.00
PO#:	Voucher #:	49748	Invoice	Invoice No: 01 Feb 2025	1/28/2025	Paid Amt: \$154.00
						Check Amount: \$154.00
SBT	51428	4518		VSP Insurance Co (CT)		Check
			B 01 215 034	December Group Dental		\$195.76
PO#:	Voucher #:	49751	Invoice	Invoice No: 821836706	1/28/2025	Paid Amt: \$195.76
						Check Amount: \$195.76
SBT	51429	4518		VSP Insurance Co (CT)		Check
			B 01 215 034	January Group Dental		\$195.76
PO#:	Voucher #:	49752	Invoice	Invoice No: 822031364	1/28/2025	Paid Amt: \$195.76
						Check Amount: \$195.76
SBT	51430	4439		Braeden Panka		Check
			E 01 300 296 213 000 305	1/30 GBB Official		\$60.00
PO#:	Voucher #:	49761	Invoice	Invoice No: 1/30 GBB	1/28/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51431	4448		Brian Rodas		Check
			E 01 300 294 221 000 305	1/28 Wrestling Invite		\$100.00
PO#:	Voucher #:	49759	Invoice	Invoice No: 1/28 Wrestling	1/28/2025	Paid Amt: \$100.00
						Check Amount: \$100.00
SBT	51432	3267		CRAIG NORLAND		Check
			E 01 300 296 213 000 305	1/28 GBB Official		\$150.00
PO#:	Voucher #:	49756	Invoice	Invoice No: 1/28 GBB	1/28/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51433	4563		Glenn Dirksen		Check
			E 01 300 294 213 000 305	1/31 BBB Official		\$150.00
PO#:	Voucher #:	49767	Invoice	Invoice No: 1/31 BBB	1/28/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51434	3270		JEFFERY GLADIS		Check
			E 01 300 296 213 000 305	1/28 GBB Official		\$150.00
PO#:	Voucher #:	49754	Invoice	Invoice No: 1/28 GBB	1/28/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51435	4561		Jim Andres		Check
			E 01 300 294 221 000 305	1/28 Wrestling Invite		\$305.00
PO#:	Voucher #:	49760	Invoice	Invoice No: 1/28 Wrestling	1/28/2025	Paid Amt: \$305.00
						Check Amount: \$305.00

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51436	4437		Jim Reed		Check
			E 01 300 296 213 000 305	1/28 GBB Official		\$150.00
PO#:	Voucher #:	49757	Invoice	Invoice No: 1/28 GBB	1/28/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51437	1107		KEVEN LARSON		Check
			E 01 300 296 213 000 305	1/28 GBB Official		\$60.00
PO#:	Voucher #:	49755	Invoice	Invoice No: 1/28 GBB	1/28/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51439	4087		LEAH FADNESS		Check
			E 01 300 296 213 000 305	1/28 GBB Official		\$60.00
PO#:	Voucher #:	49762	Invoice	Invoice No: 1/28 GBB	1/28/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51440	4298		Mason Sellner		Check
			E 01 300 294 213 000 305	1/31 BBB Official		\$60.00
PO#:	Voucher #:	49764	Invoice	Invoice No: 1/31 BBB	1/28/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51441	4562		Matt Koenen		Check
			E 01 300 294 213 000 305	1/31 BBB Official		\$150.00
PO#:	Voucher #:	49766	Invoice	Invoice No: 1/31 BBB	1/28/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51442	4251		Morgan Sanow		Check
			E 01 300 296 213 000 305	1/28 GBB Official		\$60.00
PO#:	Voucher #:	49758	Invoice	Invoice No: 1/28 GBB	1/28/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51443	4196		REID BOT		Check
			E 01 300 294 213 000 305	1/31 BBB Official		\$150.00
PO#:	Voucher #:	49763	Invoice	Invoice No: 1/31 BBB	1/28/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51444	3558		ADVANCED HEALTH, SAFETY, & SECURITY		Check
			E 01 005 810 000 000 350	Service Call repair - Parking Lot Cameras		\$95.00
PO#:	Voucher #:	49777	Invoice	Invoice No: IN5728MN	1/28/2025	Paid Amt: \$95.00
						Check Amount: \$95.00
SBT	51445	4250		American Welding & Gas, Inc		Check
			E 01 300 301 000 830 433	Argon Cylinder Gas		\$196.20

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51445	4250		American Welding & Gas, Inc		Check
			E 01 300 301 000 830 433	Shipping and Delivery		\$39.74
PO#:	Voucher #:	49779	Invoice	Invoice No: 0010599107	1/28/2025	Paid Amt: \$235.94
						Check Amount: \$235.94
SBT	51446	3729		Border States Electric		Check
			E 01 005 810 000 000 401	M18 Fuel Blower		\$179.00
			E 01 005 810 000 000 401	Freight		\$14.68
PO#: 11058	Voucher #:	49780	Invoice	Invoice No: 929740074	1/28/2025	Paid Amt: \$193.68
						Check Amount: \$193.68
SBT	51447	4099		Cole Papers Inc		Check
			E 01 005 810 000 000 401	Natural Can Liner		\$375.00
			E 01 005 810 000 000 401	Scott Ocean Airfresh		\$252.52
PO#:	Voucher #:	49781	Invoice	Invoice No: 10529062	1/28/2025	Paid Amt: \$627.52
						Check Amount: \$627.52
SBT	51448	3844		Dufault Publishing, Inc.		Check
			E 01 300 292 210 000 401	23-24 Yearbook High School		\$4,785.30
			E 01 300 292 210 000 401	23-24 Personalization High School		\$84.00
			E 01 300 292 210 000 401	Online Payments		(\$4,587.43)
PO#:	Voucher #:	49782	Invoice	Invoice No: 5008	1/28/2025	Paid Amt: \$281.87
						Check Amount: \$281.87
SBT	51449	2313		Educators Benefit Consultants		Check
			E 01 005 110 000 000 305	1st Quarter - Jan, Feb, Mar		\$125.00
			E 01 005 110 000 000 305	Flex Participant System Fee		\$30.00
PO#:	Voucher #:	49783	Invoice	Invoice No: 35830	1/28/2025	Paid Amt: \$155.00
						Check Amount: \$155.00
SBT	51450	2264		Gopher		Check
			E 01 100 240 000 000 430	GP41-059 Twirl 'n' Jump XL		\$17.95
			E 01 300 240 000 000 430	GP56-099 Now Net Instant Net set		\$64.95
			E 01 100 240 000 000 430	GP93-018 28" Cones set of 6		\$199.00
			E 01 100 240 000 000 430	GP93-115 Smart Doc Sign Holder Rainbow :		\$199.00
			E 01 300 240 000 000 430	Freight		\$9.09
			E 01 100 240 000 000 430	Freight		\$58.23
PO#: 11051	Voucher #:	49784	Invoice	Invoice No: IN422692	1/28/2025	Paid Amt: \$548.22
						Check Amount: \$548.22
SBT	51452	00352		J W PEPPER OF MINNEAPOLIS		Check
			E 01 300 258 233 000 430	#2236123 Trail of Tears by James Barnes		\$99.95

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51452	00352		J W PEPPER OF MINNEAPOLIS		Check
			E 01 300 258 233 000 430	#2268852 Trail of Tears Conductor Score		\$48.00
			E 01 300 258 233 000 430	Freight		\$19.99
PO#:	11061	Voucher #:	49775	Invoice	Invoice No: 367174630	1/28/2025
						Paid Amt: \$167.94
						Check Amount: \$167.94
SBT	51453	4336		Jessica Verly		Check
			E 01 005 760 000 723 360	Transportation Agreement - 1/7 - 1/15		\$778.28
PO#:		Voucher #:	49785	Invoice	Invoice No: 1/7 - 1/15	1/28/2025
						Paid Amt: \$778.28
						Check Amount: \$778.28
SBT	51454	00380		JOHNSON CONTROL INC		Check
			E 01 005 865 000 380 350	Repair Door Gasket - Boiler 1		\$460.60
PO#:		Voucher #:	49768	Invoice	Invoice No: 1-135036010543	1/28/2025
						Paid Amt: \$460.60
						Check Amount: \$460.60
SBT	51455	2332		MASA/MASE		Check
			E 01 005 640 000 316 366	MASA/MASE Member Rate		\$339.00
PO#:		Voucher #:	49786	Invoice	Invoice No: 21-67451	1/28/2025
						Paid Amt: \$339.00
						Check Amount: \$339.00
SBT	51456	4168		MINNEAPOLIS PUBLIC SCHOOLS		Check
			E 04 005 583 000 354 401	MPSI Forms - Preschool Screening		\$158.40
PO#:		Voucher #:	49770	Invoice	Invoice No: 182500297/2025	1/28/2025
						Paid Amt: \$158.40
						Check Amount: \$158.40
SBT	51457	3722		MN RIVER VALLEY EDUCATION DISTRICT		Check
			E 01 005 640 000 316 305	Quarter 1 - 2024-2025 School Year		\$6,474.89
PO#:		Voucher #:	49769	Invoice	Invoice No: Quarter 1 24-25	1/28/2025
						Paid Amt: \$6,474.89
						Check Amount: \$6,474.89
SBT	51458	2706		Pepsi		Check
			E 01 300 298 239 000 401	Cool Blue = Gatorade		\$32.00
			E 01 300 298 239 000 401	Cool Blue = Gatorade		(\$32.00)
PO#:		Voucher #:	49787	Invoice	Invoice No: 2028469	1/28/2025
			E 01 300 298 239 000 401	Mountain Dew		\$224.00
			E 01 300 298 239 000 401	Diet Mountain Dew		\$32.00
			E 01 300 298 239 000 401	Dr Pepper		\$160.00
			E 01 300 298 239 000 401	Diet Dr Pepper		\$32.00
PO#:		Voucher #:	49773	Invoice	Invoice No: 2028682	1/28/2025
						Paid Amt: \$448.00
						Check Amount: \$480.00

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51459	4307		RTR Basketball Boosters		Check
			E 01	300 294 213 000 369	7th & 8th BBB Tournament	\$80.00
PO#:	Voucher #:	49776	Invoice	Invoice No: BBB Tournament	1/28/2025	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	51460	00892		SCHOOL SPECIALTY, INC		Check
			E 01	100 203 000 000 401	White Tagboard	\$13.84
			E 01	100 203 000 000 401	White Heavy Tagboard	\$17.35
			E 01	100 203 000 000 401	Shipping	\$11.95
PO#:	Voucher #:	49788	Invoice	Invoice No: 208135290901	1/28/2025	Paid Amt: \$43.14
						Check Amount: \$43.14
SBT	51461	00505		THE MINNEOTA MASCOT		Check
			E 01	300 270 000 000 430	J Rosa - WWII Promotion	\$54.00
PO#:	Voucher #:	49778	Invoice	Invoice No: 89158	1/28/2025	Paid Amt: \$54.00
						Check Amount: \$54.00
SBT	51462	2634		Toledo Physical Education		Check
			E 01	100 240 000 000 430	G825SET Ultra Skin Special Balls	\$149.99
			E 01	100 240 000 000 430	H9304 Heavy Duty Hopper 22" red ball	\$39.99
			E 01	100 240 000 000 430	H9305 Heavy Duty 26" Hopper Ball	\$44.99
			E 01	100 240 000 000 430	11701SET Smoosh Ball	\$39.99
			E 01	100 240 000 000 430	MGS Red mini size	\$27.98
			E 01	100 240 000 000 430	GSSET Ultra Skin Soccer Ball Set	\$126.99
			E 01	100 240 000 000 430	HDBBSET Heavy Duty Mesh Ball Bags	\$57.99
			E 01	100 240 000 000 430	CS6 Cannon Stompers	\$169.99
			E 01	100 240 000 000 430	GY151SET 1" Gym Floor Tape	\$31.99
			E 01	100 240 000 000 430	UPG5 Ultra Playground 5" yellow Ball	\$4.99
			E 01	100 240 000 000 430	PGL5 Ultra Playground 5" red ball	\$4.99
			E 01	100 240 000 000 430	G725SET 6-Color Ultra Skin Allround	\$119.99
PO#: 11049	Voucher #:	49774	Invoice	Invoice No: 343453-00	1/28/2025	Paid Amt: \$819.87
						Check Amount: \$819.87
SBT	51463	00122		VIKING COCA-COLA BOTTLING		Check
			E 01	300 298 239 000 401	Berry Blast	\$66.00
			E 01	300 298 239 000 401	Coke	\$67.00
			E 01	300 298 239 000 401	Diet Coke	\$100.50
			E 01	300 298 239 000 401	Sprite	\$33.50
			E 01	300 298 239 000 401	Mello Yello	\$67.00

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51463	00122		VIKING COCA-COLA BOTTLING		Check
			E 01 300 298 239 000 401	Dasani		\$73.50
PO#:	Voucher #:	49772	Invoice	Invoice No: 3592956	1/28/2025	Paid Amt: \$407.50
						Check Amount: \$407.50
SBT	51464	4009		AG PLUS COOPERATIVE		Check
			E 01 005 760 000 720 440	Bus Fuel		\$5,678.19
			E 01 005 760 000 720 440	Van Fuel		\$542.02
			E 01 300 298 239 000 401	Concessions		\$146.88
PO#:	Voucher #:	49808	Invoice	Invoice No: 1/31/25 Stmt	1/30/2025	Paid Amt: \$6,367.09
						Check Amount: \$6,367.09
SBT	51465	4522		Bekkem Gillund		Check
			E 01 300 298 000 000 185	Extracurricular Game		\$120.00
PO#:	Voucher #:	49792	Invoice	Invoice No: Extracurricular Game	1/30/2025	Paid Amt: \$120.00
						Check Amount: \$120.00
SBT	51466	4537		Brady Hopper		Check
			E 01 300 298 000 000 185	Extracurricular Game		\$40.00
PO#:	Voucher #:	49794	Invoice	Invoice No: Extracurricular Game	1/30/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51467	4554		Brandon Castor		Check
			E 01 300 298 000 000 185	Extracurricular Games		\$80.00
PO#:	Voucher #:	49790	Invoice	Invoice No: Extracurricular Game	1/30/2025	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	51468	01527		FRANKS ELECTRIC & PLUMBING INC		Check
			E 01 005 865 000 381 350	Faucets & Toilets		\$1,418.39
PO#:	Voucher #:	49797	Invoice	Invoice No: 26597-C	1/30/2025	Paid Amt: \$1,418.39
			E 02 005 770 000 701 350	Garbage Disposal in Kitchen		\$476.88
PO#:	Voucher #:	49799	Invoice	Invoice No: 26610-C	1/30/2025	Paid Amt: \$476.88
			E 01 005 810 000 000 350	Elementary Entry Heater		\$80.00
PO#:	Voucher #:	49798	Invoice	Invoice No: 26598-C	1/30/2025	Paid Amt: \$80.00
						Check Amount: \$1,975.27
SBT	51469	4552		Imogen Moriarty		Check
			E 01 300 298 000 000 185	Extracurricular Game		\$40.00
PO#:	Voucher #:	49796	Invoice	Invoice No: Extracurricular Game	1/30/2025	Paid Amt: \$40.00
						Check Amount: \$40.00

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51470	4457		Jackie Lacek		Check
			E 01 300 298 000 000 185	Extracurricular Game		\$160.00
PO#:	Voucher #:	49795	Invoice	Invoice No: Extracurricular Game	1/30/2025	Paid Amt: \$160.00
						Check Amount: \$160.00
SBT	51471	4231		JASMINE DESMET		Check
			E 01 300 298 000 000 185	Extracurricular Games		\$80.00
PO#:	Voucher #:	49791	Invoice	Invoice No: Extracurricular Game	1/30/2025	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	51472	4336		Jessica Verly		Check
			E 01 005 760 000 723 360	Transportation Agreement - 1/16 - 1/27		\$661.50
PO#:	Voucher #:	49800	Invoice	Invoice No: 1/16 - 1/27	1/30/2025	Paid Amt: \$661.50
						Check Amount: \$661.50
SBT	51473	00380		JOHNSON CONTROL INC		Check
			E 01 005 865 000 380 350	Boiler 1 Locking Out		\$572.25
PO#:	Voucher #:	49801	Invoice	Invoice No: 1-135111103724	1/30/2025	Paid Amt: \$572.25
						Check Amount: \$572.25
SBT	51474	2505		Minneota Bus Service		Check
			E 01 005 760 000 726 360	Band Runs		\$401.70
			E 01 005 760 000 723 360	Monte SPED Shuttle		\$4,241.25
			E 01 005 760 000 723 360	ECSE Trips		\$738.87
			E 01 300 298 230 733 305	Canby Runs		\$530.99
			E 01 300 296 213 733 305	GBB Bussing		\$1,612.72
			E 01 300 294 221 733 305	Wrestling Bussing		\$2,556.38
			E 01 300 294 213 733 305	BBB Bussing		\$1,936.86
			E 01 100 790 000 733 305	Elementary Field Trips		\$115.74
PO#:	Voucher #:	49809	Invoice	Invoice No: December 2024 Routes	1/30/2025	Paid Amt: \$12,134.51
			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 #:	49802	Invoice	Invoice No: February 2025 Routes	1/30/2025	Paid Amt: \$37,219.19
						Check Amount: \$49,353.70
SBT	51475	4531		Niara Gorecki		Check
			E 01 300 298 000 000 185	Extracurricular Game		\$40.00
PO#:	Voucher #:	49793	Invoice	Invoice No: Extracurricular Game	1/30/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51476	2008		Scholastic Book Fairs Inc.		Check
			E 01 100 203 000 000 430	Domeier Scope - 2nd Semester		\$179.70

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51476	2008		Scholastic Book Fairs Inc.		Check
			E 01	100 203 000 000 430 Shipping		\$17.97
PO#:	Voucher #:	49803	Invoice	Invoice No: M7578841	1/30/2025	Paid Amt: \$197.67
						Check Amount: \$197.67
SBT	51477	4362		SeaChange Print Innovations		Check
			E 01	005 105 000 000 305 English Language		\$400.00
			E 01	005 105 000 000 305 Ballot Faces		\$17.00
			E 01	005 105 000 000 305 Political Parties		\$5.65
			E 01	005 105 000 000 305 Contests		\$36.00
			E 01	005 105 000 000 305 Candidates/Question Responses		\$44.00
			E 01	005 105 000 000 305 Electronic File Upload		\$250.00
PO#:	Voucher #:	49804	Invoice	Invoice No: 43361	1/30/2025	Paid Amt: \$752.65
						Check Amount: \$752.65
SBT	51478	00505		THE MINNEOTA MASCOT		Check
			E 01	005 010 000 000 305 Bid Notice for Insurance Group		\$52.50
PO#:	Voucher #:	49805	Invoice	Invoice No: 89231	1/30/2025	Paid Amt: \$52.50
			E 01	005 105 000 000 305 Special Election Notice		\$504.00
PO#:	Voucher #:	49806	Invoice	Invoice No: 89233	1/30/2025	Paid Amt: \$504.00
			E 01	005 105 000 000 305 Notice of Special Election		\$294.00
PO#:	Voucher #:	49807	Invoice	Invoice No: 89232	1/30/2025	Paid Amt: \$294.00
						Check Amount: \$850.50
SBT	51479	4439		Braeden Panka		Check
			E 01	300 294 213 000 305 1/31 BBB Official		\$60.00
PO#:	Voucher #:	49810	Invoice	Invoice No: 1/31 BBB	1/31/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51480	3760		Worthington High School Speech Team		Check
			E 01	300 292 236 035 369 Worthington Speech Invite		\$126.00
PO#:	Voucher #:	49811	Invoice	Invoice No: 1/31 Speech	1/31/2025	Paid Amt: \$126.00
						Check Amount: \$126.00
SBT	51481	4093		ABBY HENNEN		Check
			E 01	300 296 213 000 305 2/3 JH GBB Official		\$60.00
PO#:	Voucher #:	49812	Invoice	Invoice No: 2/3 JH GBB	2/3/2025	Paid Amt: \$60.00
						Check Amount: \$60.00

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51482	4251		Morgan Sanow		Check
			E 01 300 296 213 000 305	2/3 JH GBB Official		\$60.00
PO#:	Voucher #:	49813	Invoice	Invoice No: 2/3 JH GBB	2/3/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51483	4093		ABBY HENNEN		Check
			E 01 300 296 213 000 305	2/7 GBB Official		\$60.00
PO#:	Voucher #:	49831	Invoice	Invoice No: 2/7 GBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51485	4560		Allison Monson		Check
			E 01 300 294 213 000 305	2/11 BBB Official		\$60.00
PO#:	Voucher #:	49817	Invoice	Invoice No: 2/11 BBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51486	4560		Allison Monson		Check
			E 01 300 296 213 000 305	2/4 GBB Official		\$60.00
PO#:	Voucher #:	49829	Invoice	Invoice No: 2/4 GBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51487	4560		Allison Monson		Check
			E 01 300 294 213 000 305	2/7 BBB Official		\$60.00
PO#:	Voucher #:	49827	Invoice	Invoice No: 2/7 BBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51488	4439		Braeden Panka		Check
			E 01 300 294 213 000 305	2/4 BBB Official		\$60.00
PO#:	Voucher #:	49837	Invoice	Invoice No: 2/4 BBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51489	3412		CORY MARQUART		Check
			E 01 300 294 213 000 305	2/10 BBB Official		\$150.00
PO#:	Voucher #:	49822	Invoice	Invoice No: 2/10 BBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51490	4444		Eric Hanson		Check
			E 01 300 296 213 000 305	2/10 GBB Official		\$150.00
PO#:	Voucher #:	49844	Invoice	Invoice No: 2/10 GBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51491	4306		JASON BOE		Check
			E 01 300 294 213 000 305	2/4 BBB Official		\$150.00
PO#:	Voucher #:	49835	Invoice	Invoice No: 2/4 BBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00

Minneota Public School

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51492	4022		JORDAN THOMPSON		Check
			E 01 300 294 213 000 305	2/4 BBB Official		\$150.00
PO#:	Voucher #:	49839	Invoice	Invoice No: 2/4 BBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51493	4199		JOSHUA FREDICKSON		Check
			E 01 300 296 213 000 305	2/4 GBB Official		\$150.00
PO#:	Voucher #:	49836	Invoice	Invoice No: 2/4 GBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51494	1107		KEVEN LARSON		Check
			E 01 300 294 213 000 305	2/11 BBB Official		\$60.00
PO#:	Voucher #:	49816	Invoice	Invoice No: 2/11 BBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51495	1107		KEVEN LARSON		Check
			E 01 300 294 213 000 305	2/10 BBB Official		\$60.00
PO#:	Voucher #:	49821	Invoice	Invoice No: 2/10 BBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51496	1107		KEVEN LARSON		Check
			E 01 300 294 213 000 305	2/7 BBB Official		\$60.00
PO#:	Voucher #:	49826	Invoice	Invoice No: 2/7 BBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51497	3508		KEVIN DEBOER		Check
			E 01 300 294 213 000 305	2/11 BBB Official		\$150.00
PO#:	Voucher #:	49815	Invoice	Invoice No: 2/11 BBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51498	3508		KEVIN DEBOER		Check
			E 01 300 294 213 000 305	2/7 BBB Official		\$150.00
PO#:	Voucher #:	49825	Invoice	Invoice No: 2/7 BBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51499	4087		LEAH FADNESS		Check
			E 01 300 296 213 000 305	2/4 GBB Official		\$60.00
PO#:	Voucher #:	49830	Invoice	Invoice No: 2/4 GBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51500	4087		LEAH FADNESS		Check
			E 01 300 296 213 000 305	2/11 GBB Official		\$60.00
PO#:	Voucher #:	49834	Invoice	Invoice No: 2/11 GBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51502	4298		Mason Sellner		Check
			E 01 300 296 213 000 305	2/11 GBB Official		\$60.00
PO#:	Voucher #:	49833	Invoice	Invoice No: 2/11 GBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51503	3631		MICHAEL BRUER		Check
			E 01 300 294 213 000 305	2/10 BBB Official		\$150.00
PO#:	Voucher #:	49819	Invoice	Invoice No: 2/10 BBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51505	4251		Morgan Sanow		Check
			E 01 300 296 213 000 305	2/7 GBB Official		\$60.00
PO#:	Voucher #:	49832	Invoice	Invoice No: 2/7 GBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51506	4251		Morgan Sanow		Check
			E 01 300 294 213 000 305	2/4 BBB Official		\$60.00
PO#:	Voucher #:	49838	Invoice	Invoice No: 2/4 BBB Official	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51507	4251		Morgan Sanow		Check
			E 01 300 296 213 000 305	2/10 GBB Official		\$60.00
PO#:	Voucher #:	49842	Invoice	Invoice No: 2/10 GBB	2/4/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51508	3964		RYAN STOTESBERY		Check
			E 01 300 296 213 000 305	2/10 GBB Official		\$150.00
PO#:	Voucher #:	49840	Invoice	Invoice No: 2/10 GBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51509	3282		SCOTT BEEKMAN		Check
			E 01 300 294 213 000 305	2/11 BBB Official		\$150.00
PO#:	Voucher #:	49814	Invoice	Invoice No: 2/11 BBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51510	3282		SCOTT BEEKMAN		Check
			E 01 300 294 213 000 305	2/7 BBB Official		\$150.00
PO#:	Voucher #:	49824	Invoice	Invoice No: 2/7 BBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51511	3283		STEVE VERKINDREN		Check
			E 01 300 294 213 000 305	2/11 BBB Official		\$150.00
PO#:	Voucher #:	49818	Invoice	Invoice No: 2/11 BBB	2/4/2025	Paid Amt: \$150.00
						Check Amount: \$150.00

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51512	3283		STEVE VERKINDREN		Check
			E 01 300 294 213 000 305	2/7 BBB Official		\$150.00
PO#:	Voucher #:	49828	Invoice	Invoice No: 2/7 BBB	2/4/2025	Paid Amt: \$150.00 Check Amount: \$150.00
SBT	51514	01568		Minneota Education Minnesota Organization		Check
			B 01 215 028	DUES		\$1,266.70
PO#:	Voucher #:	49848	Invoice	Invoice No: S2025150	2/5/2025	Paid Amt: \$1,266.70 Check Amount: \$1,266.70
SBT	51515	4250		American Welding & Gas, Inc		Check
			E 01 300 301 000 830 433	Welding Gloves		\$50.00
			E 01 300 301 000 830 433	Welding Gloves		\$75.00
PO#:	Voucher #:	49856	Invoice	Invoice No: 0010650819	2/10/2025	Paid Amt: \$125.00 Check Amount: \$125.00
SBT	51516	4447		Cale Sorensen		Check
			E 01 300 296 213 000 305	2/10 GBB Official		\$60.00
PO#:	Voucher #:	49854	Invoice	Invoice No: 2/10 GBB	2/10/2025	Paid Amt: \$60.00 Check Amount: \$60.00
SBT	51517	3958		CHRIS BAUMBERGER		Check
			E 01 300 294 213 000 305	2/10 BBB Official		\$150.00
PO#:	Voucher #:	49855	Invoice	Invoice No: 2/10 BBB	2/10/2025	Paid Amt: \$150.00 Check Amount: \$150.00
SBT	51518	00385		JOSTEN'S		Check
			E 01 005 010 000 000 401	Blue Royal Cover		\$9.60
			E 01 005 010 000 000 401	Shipping		\$15.65
PO#:	Voucher #:	49857	Invoice	Invoice No: 35843604	2/10/2025	Paid Amt: \$25.25 Check Amount: \$25.25
SBT	51519	00560		OTTERTAIL POWER CO		Check
			E 01 005 810 184 000 330	School Building Electricity		\$5,255.86
			E 01 005 810 184 000 330	Ballfield Electricity		\$192.47
			E 01 005 810 184 000 330	Liftpump Electricity		\$32.19
			E 01 005 810 184 000 330	Garage Electricity		\$28.12
PO#:	Voucher #:	49858	Invoice	Invoice No: 1/31/25 Stmt	2/10/2025	Paid Amt: \$5,508.64 Check Amount: \$5,508.64

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51520	4102		AARON BREHMER		Check
			E 01 300 296 213 000 305	2/10 GBB Official		\$150.00
PO#:	Voucher #:	49859	Invoice	Invoice No: 2/10 GBB	2/10/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51521	4439		Braeden Panka		Check
			E 01 300 294 213 000 305	2/10 BBB Official		\$60.00
PO#:	Voucher #:	49860	Invoice	Invoice No: 2/10 BBB	2/10/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51522	4102		AARON BREHMER		Check
			E 01 300 296 213 000 305	2/14 GBB Official		\$150.00
PO#:	Voucher #:	49862	Invoice	Invoice No: 2/14 GBB	2/11/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51523	4009		AG PLUS COOPERATIVE		Check
			E 01 005 760 000 720 440	Bus Fuel		\$7,290.79
			E 01 005 760 000 720 440	Van Fuel		\$310.64
			E 01 005 810 192 000 440	Building Fuel 7503 @ 2.63		\$19,732.89
			E 01 005 760 000 720 440	LP Gas		\$598.59
			E 01 005 760 000 720 350	Tires, Oil Change		\$159.67
			E 01 300 298 239 000 401	Concessions		\$185.01
			E 01 005 010 000 000 401	School Board Training		\$12.81
PO#:	Voucher #:	49909	Invoice	Invoice No: 1/31/25 Stmt	2/11/2025	Paid Amt: \$28,290.40
						Check Amount: \$28,290.40
SBT	51524	4250		American Welding & Gas, Inc		Check
			E 01 300 301 000 830 433	Welding Supplies		\$70.64
PO#:	Voucher #:	49877	Invoice	Invoice No: 0010623608	2/11/2025	Paid Amt: \$70.64
						Check Amount: \$70.64
SBT	51525	2347		Avera Marshall Regional Med Ct		Check
			E 01 300 298 000 000 305	Athletic Trainer 10/20-11/16		\$1,696.80
PO#:	Voucher #:	49867	Invoice	Invoice No: CINV-001191	2/11/2025	Paid Amt: \$1,696.80
						Check Amount: \$1,696.80
SBT	51526	00053		BARNES & NOBLE		Check
			E 01 300 211 000 000 390	PSEO Textbooks		\$185.13
PO#:	Voucher #:	49878	Invoice	Invoice No: 221828	2/11/2025	Paid Amt: \$185.13
						Check Amount: \$185.13

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51527	4522		Bekkem Gillund		Check
			E 01	300 298 000 000 185	Extracurricular Games	\$200.00
PO#:	Voucher #:	49895	Invoice	Invoice No:	Extracurricular Game 2/11/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
SBT	51528	2927		Big Stone Therapies, Inc.		Check
			E 01	005 404 000 740 394	PT Mileage	\$2.10
			E 01	005 404 000 740 394	PT	\$836.40
			E 01	005 404 000 740 394	PT Drive Time	\$34.68
			E 01	005 404 000 740 394	PT Assistant Mileage	\$1.40
			E 01	005 404 000 740 394	PT	\$510.00
			E 01	005 404 000 740 394	PT Drive Time	\$11.56
PO#:	Voucher #:	49880	Invoice	Invoice No:	28181 2/11/2025	Paid Amt: \$1,396.14
						Check Amount: \$1,396.14
SBT	51529	1923		BLICK ART MATERIALS, LLC		Check
			E 01	300 212 000 000 430	Original Sculpey - Package, 8 lb, White 33219	\$256.00
			E 01	300 212 000 000 430	13885-1014 artPOP! Mixed Media Pads - 11"	\$124.95
			E 01	300 212 000 000 430	13447-2057 Super Black Presentation and M	\$289.00
			E 01	300 212 000 000 430	Surebonder Clear Stik Hot Glue Sticks - 25 lb,	\$149.99
			E 01	300 212 000 000 430	23884-1280 Aleene's Original Tacky Glue - 12	\$39.42
			E 01	300 212 000 000 430	Plaid Mod Podge - Gloss Finish, Half Gallon 0	\$30.56
			E 01	300 212 000 000 430	Plaid Mod Podge - Matte Finish, Half Gallon 0	\$30.56
			E 01	300 212 000 000 430	07192-2001 Blick Studio Black Cotton Canvas	\$28.90
PO#: 11053	Voucher #:	49868	Invoice	Invoice No:	4804836 2/11/2025	Paid Amt: \$949.38
						Check Amount: \$949.38
SBT	51530	2323		Borch Sporting Goods		Check
			E 01	300 296 213 000 401	Slip-Not replacement pad	\$55.00
PO#: 11070	Voucher #:	49865	Invoice	Invoice No:	AAZ003990-AZ00 2/11/2025	Paid Amt: \$55.00
			E 01	300 294 221 000 401	PROFESSIONAL SPEED ROPE	\$20.00
			E 01	300 294 221 000 401	SIGNATURE HEAD GUARD RY/WH	\$175.00
			E 01	300 294 221 000 401	SIGNATURE HEAD GUARD LIGHT	\$175.00
			E 01	300 294 221 000 401	KS SKIN PROTECTION (case)	\$175.00
			E 01	300 294 221 000 401	WRESTLING SCOREBOOK	\$18.00
			E 01	300 294 221 000 401	MAT TAPE CLEAR 4"	\$216.00
			E 01	300 294 221 000 401	FOLKSYLE ANKLE BANDS RD/GR	\$24.00
			E 01	300 294 221 000 401	FLIP DISK	\$16.00
			E 01	300 294 221 000 401	STOPWATCHES	\$16.00
			E 01	300 294 221 000 401	CHAMPION SPORTS WHIS	\$9.60

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51530	2323		Borch Sporting Goods		Check
			E 01	300 294 221 000 401	THE WRAPTOR KNEE PAD BLK S	\$19.00
			E 01	300 294 221 000 401	THE WRAPTOR KNEE PAD BLK L	\$19.00
			E 01	300 294 221 000 401	THE SURE SHOT	\$15.00
			E 01	300 294 221 000 401	NO FUNK MAT CLEANER	\$210.00
			E 01	300 294 221 000 401	ULTRA DOUBLE BRACES BLK ADUL	\$60.00
PO#: 11052	Voucher #:	49881	Invoice	Invoice No: AAZ003802-AZ04	2/11/2025	Paid Amt: \$1,167.60 Check Amount: \$1,222.60
SBT	51531	00240		Brad's Market		Check
			E 01	300 331 000 830 433	FACS Class Supplies	\$232.72
			E 01	300 250 000 000 430	FACS Class Supplies - JH	\$92.08
			E 02	005 770 000 701 490	Food Service - Bread	\$951.10
			E 02	005 770 000 701 490	Food Service	\$1,085.52
			E 01	100 203 035 000 401	Viking Valor	\$98.04
			E 01	300 298 239 000 401	Concessions	\$458.97
			E 01	300 260 000 000 430	Science Supplies	\$40.72
			E 01	300 211 000 000 401	High School Supplies	\$11.99
PO#:	Voucher #:	49905	Invoice	Invoice No: 1/31/25 Stmt	2/11/2025	Paid Amt: \$2,971.14 Check Amount: \$2,971.14
SBT	51532	4554		Brandon Castor		Check
			E 01	300 298 000 000 185	Extracurricular game	\$160.00
PO#:	Voucher #:	49893	Invoice	Invoice No: Extracurricular Game	2/11/2025	Paid Amt: \$160.00 Check Amount: \$160.00
SBT	51533	4566		Brilee Anderson		Check
			E 01	300 298 000 000 185	Extracurricular Game	\$40.00
PO#:	Voucher #:	49899	Invoice	Invoice No: Extracurricular Game	2/11/2025	Paid Amt: \$40.00 Check Amount: \$40.00
SBT	51534	4550		Carson Becker		Check
			E 01	300 298 000 000 185	Extracurricular Game	\$160.00
PO#:	Voucher #:	49892	Invoice	Invoice No: Extracurricular Game	2/11/2025	Paid Amt: \$160.00 Check Amount: \$160.00
SBT	51535	2681		CDW Government, Inc.		Check
			E 01	005 257 000 000 455	Vertiv Liebert Replacement Battery Kit for PSI	\$210.47
PO#: 11028	Voucher #:	49879	Invoice	Invoice No: AC2Y51S	2/11/2025	Paid Amt: \$210.47 Check Amount: \$210.47

Detail Payment Register By Check

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51536	4099		Cole Papers Inc		Check
			E 01 005 810 000 000 401	Scott Ocean Airfresh		\$63.13
PO#:	Voucher #:	49866	Invoice	Invoice No: 10542497	2/11/2025	Paid Amt: \$63.13
						Check Amount: \$63.13
SBT	51537	4208		COORDINATED BUSINESS SYSTEMS		Check
			E 01 005 257 000 302 560	Monthly Usage		\$2,877.10
PO#:	Voucher #:	49886	Invoice	Invoice No: INV439184	2/11/2025	Paid Amt: \$2,877.10
						Check Amount: \$2,877.10
SBT	51538	3676		DANIEL DOLAN		Check
			E 01 300 296 213 000 305	2/14 GBB Official		\$150.00
PO#:	Voucher #:	49863	Invoice	Invoice No: 2/14 GBB	2/11/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51539	4094		ESJD - SIOUX FALLS		Check
			E 02 005 770 000 701 490	Food		\$36.20
			E 02 005 770 000 701 495	Milk		\$3,426.46
PO#:	Voucher #:	49882	Invoice	Invoice No: 1/31/25 Stmt	2/11/2025	Paid Amt: \$3,462.66
						Check Amount: \$3,462.66
SBT	51540	00275		GISLASON'S HARDWARE		Check
			E 01 005 810 000 000 401	Custodial Supplies		\$24.43
			E 01 300 301 000 830 433	Shop Supplies		\$106.83
			E 01 300 260 000 000 430	Science Supplies		\$9.98
			E 01 300 292 237 000 401	One Act Supplies		\$38.74
PO#:	Voucher #:	49888	Invoice	Invoice No: 1/31/25 Stmt	2/11/2025	Paid Amt: \$179.98
						Check Amount: \$179.98
SBT	51541	4374		Granite Telecommunications		Check
			E 01 005 810 000 000 320	Internet Services		\$156.25
PO#:	Voucher #:	49869	Invoice	Invoice No: 683777739	2/11/2025	Paid Amt: \$156.25
						Check Amount: \$156.25
SBT	51542	4564		Greg Martin		Check
			E 01 300 294 221 000 305	2/13 Wrestling Invite		\$401.40
PO#:	Voucher #:	49864	Invoice	Invoice No: 2/13 Wrestling	2/11/2025	Paid Amt: \$401.40
						Check Amount: \$401.40
SBT	51543	4552		Imogen Moriarty		Check
			E 01 300 298 000 000 185	Extracurricular Game		\$40.00
PO#:	Voucher #:	49897	Invoice	Invoice No: Extracurricular Game	2/11/2025	Paid Amt: \$40.00
						Check Amount: \$40.00

Detail Payment Register By Check

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51544	4457		Jackie Lacek		Check
			E 01 300 298 000 000 185	Extracurricular Game		\$160.00
PO#:	Voucher #:	49896	Invoice	Invoice No: Extracurricular Game	2/11/2025	Paid Amt: \$160.00
						Check Amount: \$160.00
SBT	51545	4231		JASMINE DESMET		Check
			E 01 300 298 000 000 185	Extracurricular Games		\$40.00
PO#:	Voucher #:	49894	Invoice	Invoice No: Extracurricular game	2/11/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51546	4336		Jessica Verly		Check
			E 01 005 760 000 723 360	Transportation Agreement - 1/28 - 2/5		\$661.50
PO#:	Voucher #:	49870	Invoice	Invoice No: 1/28 - 2/5	2/11/2025	Paid Amt: \$661.50
						Check Amount: \$661.50
SBT	51547	4565		Joel Walerius		Check
			E 01 300 298 000 000 185	Extracurricular Game		\$40.00
PO#:	Voucher #:	49900	Invoice	Invoice No: Extracurricular Game	2/11/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51548	4086		KANOA BAYNARD		Check
			E 01 300 296 213 000 305	2/14 GBB Official		\$150.00
PO#:	Voucher #:	49861	Invoice	Invoice No: 2/14 GBB	2/11/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51549	1107		KEVEN LARSON		Check
			E 01 300 296 213 000 305	2/6 GBB Official		\$60.00
PO#:	Voucher #:	49904	Invoice	Invoice No: 2/6 GBB	2/11/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51550	1926		LAKESHORE BASICS AND BEYOND		Check
			E 01 100 219 000 317 430	Reading Comprehension Daily Practice Journ:		\$14.37
			E 01 100 219 000 317 430	Sight-Word Daily Activity Journal Item # GG18		\$13.47
			E 01 100 219 000 317 430	Writing Prompts Journal - Gr. 1-2 Item # PP16		\$25.74
			E 01 100 219 000 317 430	Reading Comprehension Daily Practice Journ:		\$19.16
			E 01 100 219 000 317 430	Freight		\$10.91
PO#:	Voucher #:	49871	Invoice	Invoice No: 90081017	2/11/2025	Paid Amt: \$83.65
						Check Amount: \$83.65
SBT	51551	4029		LOGAN SUSSNER		Check
			E 01 300 298 000 000 185	Extracurricular Game		\$80.00
PO#:	Voucher #:	49898	Invoice	Invoice No: Extracurricular Game	2/11/2025	Paid Amt: \$80.00
						Check Amount: \$80.00

Detail Payment Register By Check

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51552	2738		Lyon County Auditor/Treasurer		Check			
			E 01	005 010 000 000 305	Truth in Taxation Notices		\$750.40		
PO#:	Voucher #:	49872	Invoice	Invoice No:	Truth in Taxation	2/11/2025	Paid Amt:	\$750.40	
							Check Amount:	\$750.40	
SBT	51553	01175		MINN. ELEVATOR SERVICE, INC.		Check			
			E 01	005 865 000 347 305	February Monthly Service		\$207.01		
PO#:	Voucher #:	49883	Invoice	Invoice No:	1112570	2/11/2025	Paid Amt:	\$207.01	
							Check Amount:	\$207.01	
SBT	51554	1828		Minneota Building Materials		Check			
			E 01	300 301 000 830 433	Shop Supplies - HS		\$527.20		
			E 01	300 292 237 000 401	Musical Supplies		\$181.49		
			E 01	300 292 209 000 401	Robotics Supplies		\$93.53		
PO#:	Voucher #:	49889	Invoice	Invoice No:	1/31/25 Stmt	2/11/2025	Paid Amt:	\$802.22	
							Check Amount:	\$802.22	
SBT	51555	2505		Minneota Bus Service		Check			
			E 01	300 292 207 733 305	FCCLA Bussing		\$242.37		
			E 01	300 790 000 733 305	High School Field Trips		\$68.64		
			E 01	300 790 000 313 305	Integration Bussing		\$176.64		
			E 01	100 790 000 733 305	Elementary Field Trips		\$184.88		
			E 01	005 640 000 316 366	Staff Development		\$281.52		
			E 01	300 294 213 733 305	BBB Bussing		\$1,831.57		
			E 01	300 294 221 733 305	Wrestling Bussing		\$3,545.24		
			E 01	300 296 213 733 305	GBB Bussing		\$3,499.32		
			E 01	005 760 000 726 360	Band Runs		\$562.38		
			E 01	005 760 000 723 360	Monte SPED Shuttle		\$4,207.95		
			E 01	005 760 000 723 360	ECSE Trips		\$1,112.29		
			E 01	300 298 230 733 305	Canby Dance Runs		\$450.48		
PO#:	Voucher #:	49908	Invoice	Invoice No:	January 2025 Trips	2/11/2025	Paid Amt:	\$16,163.28	
							Check Amount:	\$16,163.28	
SBT	51556	00501		MINNESOTA SCHOOL BOARD ASSOC		Check			
			E 01	005 010 000 000 366	School Board Conference		\$240.00		
PO#:	Voucher #:	49884	Invoice	Invoice No:	INV-12166-Z5Y5K5	2/11/2025	Paid Amt:	\$240.00	
							Check Amount:	\$240.00	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51557	3722		MN RIVER VALLEY EDUCATION DISTRICT		Check			
			E 01	005 640 000 316 366	MELT 2025 Breakfast & Lunch	\$644.50			
PO#:	Voucher #:	49885	Invoice	Invoice No: 25-22	2/11/2025	Paid Amt:	\$644.50		
						Check Amount:	\$644.50		
SBT	51558	00528		MUSIC STREET		Check			
			E 01	300 258 233 000 350	Yanagisawa 901 Baritone Saxophone	\$29.00			
PO#:	Voucher #:	49874	Invoice	Invoice No: 191559328	2/11/2025	Paid Amt:	\$29.00		
			E 01	300 258 233 000 430	Standard of Excellence Clarinet	\$8.50			
PO#:	Voucher #:	49873	Invoice	Invoice No: 190365277	2/11/2025	Paid Amt:	\$8.50		
						Check Amount:	\$37.50		
SBT	51559	3999		NELTNET BUSINESS SOLUTIONS - FACTS		Check			
			E 04	701 590 000 353 305	St Edwards FACTS Subscription	\$1,639.80			
PO#:	Voucher #:	49907	Invoice	Invoice No: CI-000418680	2/11/2025	Paid Amt:	\$1,639.80		
						Check Amount:	\$1,639.80		
SBT	51560	4420		Northland Comm & Tech College		Check			
			E 01	300 211 000 000 390	S Gruenes PSEO	\$723.99			
PO#:	Voucher #:	49875	Invoice	Invoice No: 00374038	2/11/2025	Paid Amt:	\$723.99		
						Check Amount:	\$723.99		
SBT	51561	2706		Pepsi		Check			
			E 01	300 298 239 000 401	Diet Pepsi	\$32.00			
			E 01	300 298 239 000 401	Mountain Dew	\$192.00			
			E 01	300 298 239 000 401	Diet Mountain Dew	\$64.00			
			E 01	300 298 239 000 401	Mug Root Beer	\$32.00			
			E 01	300 298 239 000 401	Cool Blue Gatorade	\$96.00			
PO#:	Voucher #:	49906	Invoice	Invoice No: 2029179	2/11/2025	Paid Amt:	\$416.00		
						Check Amount:	\$416.00		
SBT	51562	00602		Performance Foodservice - Marshall		Check			
			E 02	005 770 000 701 490	Commodity Shipping	\$199.81			
PO#:	Voucher #:	49890	Invoice	Invoice No: 1/31/25 Stmt	2/11/2025	Paid Amt:	\$199.81		
						Check Amount:	\$199.81		
SBT	51563	00602		Performance Foodservice - Marshall		Check			
			E 02	005 770 000 701 490	Food Service	\$20,418.23			
			E 02	005 770 000 707 490	Ala Carte	\$600.74			
			E 02	005 770 000 701 401	Supplies	\$1,197.02			
PO#:	Voucher #:	49891	Invoice	Invoice No: 1/31/2025 Stmt	2/11/2025	Paid Amt:	\$22,215.99		
						Check Amount:	\$22,215.99		

Detail Payment Register By Check

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Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51564	3802		rSchoolToday		Check
			E 01	300 298 000 000 305	rSchool Pay Renewal	\$395.00
			E 01	300 298 000 000 305	Trip Request	\$495.00
PO#:	Voucher #:	49876	Invoice	Invoice No: 105220	2/11/2025	Paid Amt: \$890.00
						Check Amount: \$890.00
SBT	51565	00211		SW/WC SERVICE COOPERATIVES		Check
			E 01	005 257 000 302 465	Latitude 5550 16 GB RAM 15in screen	\$2,010.20
			E 01	005 257 000 302 465	Latitude 3550 16 GB RAM 15in screen	\$896.13
PO#: 11025	Voucher #:	49902	Invoice	Invoice No: 1/31/25 Stmt	2/11/2025	Paid Amt: \$2,906.33
			E 01	005 405 000 740 396	Deaf/HOH Billing - Salary	\$4,656.25
			E 01	005 420 000 740 396	Pyschologist	\$1,560.00
			E 01	005 404 000 740 396	OT Billing - Salary	\$8,576.75
			E 01	005 401 000 740 396	Speech Billing - Salary	\$8,338.75
			E 01	005 401 000 740 396	Speech Billing - Salary	\$17,694.50
			E 01	005 401 000 740 397	Speech Billing - Benefits	\$2,835.18
			E 01	005 401 000 740 397	Speech Billing - Benefits	\$6,016.13
			E 01	005 401 000 740 366	Speech Billing - Travel	\$972.32
			E 01	005 401 000 740 366	Speech Billing - Travel	\$2,063.12
PO#:	Voucher #:	49903	Invoice	Invoice No: 1/31/25 Stmt	2/11/2025	Paid Amt: \$52,713.00
			E 01	005 400 000 372 305	MA Billing Forms	\$465.03
			E 01	300 298 000 000 305	Knowledge Bowl Registration	\$75.00
			E 01	005 110 000 000 401	Check Stock	\$93.55
			E 01	005 257 000 000 305	Cyber Security	\$392.19
			E 01	005 257 000 000 305	Tech Support	\$1,772.50
PO#:	Voucher #:	49901	Invoice	Invoice No: 1/31/25 Stmt	2/11/2025	Paid Amt: \$2,798.27
						Check Amount: \$58,417.60
SBT	51566	1107		KEVEN LARSON		Check
			E 01	300 294 213 000 305	2/4 BBB Official	\$60.00
PO#:	Voucher #:	49910	Invoice	Invoice No: 2/4 BBB	2/11/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51567	4381		Data Processing Design Inc.		Check
			E 01	005 810 000 000 320	Monthly Fax Statement	\$63.39
PO#:	Voucher #:	49918	Invoice	Invoice No: EGOLD-12107830	2/14/2025	Paid Amt: \$63.39
						Check Amount: \$63.39
SBT	51568	4126		KDS REPAIR LLC		Check
			E 01	005 760 000 720 350	60" Broom Drive Shaft	\$1,611.89

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51568	4126		KDS REPAIR LLC		Check
			E 01	005 760 000 720 350	Check out Drive Shaft	\$60.00
PO#:	Voucher #:	49913	Invoice	Invoice No: 1381	2/14/2025	Paid Amt: \$1,671.89
						Check Amount: \$1,671.89
SBT	51569	4567		Midwest Boilers		Check
			E 01	005 810 191 000 350	Remove and Replace Insulation on Door	\$750.00
			E 01	005 810 191 000 350	Labor	\$450.00
			E 01	005 810 191 000 350	Materials	\$1,000.00
			E 01	005 810 191 000 350	Mileage	\$250.00
PO#:	Voucher #:	49914	Invoice	Invoice No: 25268	2/14/2025	Paid Amt: \$2,450.00
						Check Amount: \$2,450.00
SBT	51570	4333		Minneota Public Schools		Check
			E 01	005 640 000 316 366	JK Staff Development Meals	\$105.00
PO#:	Voucher #:	49915	Invoice	Invoice No: JK Staff Development	2/14/2025	Paid Amt: \$105.00
						Check Amount: \$105.00
SBT	51571	4018		PEMBERTON LAW, P.L.L.P		Check
			E 01	005 010 000 000 305	Professional Services	\$28.00
PO#:	Voucher #:	49911	Invoice	Invoice No: 20206311.00	2/14/2025	Paid Amt: \$28.00
						Check Amount: \$28.00
SBT	51572	1932		Scholastic Magazines		Check
			E 01	100 203 000 000 430	Domeier Scholastic Magazines	\$179.70
			E 01	100 203 000 000 430	Shipping	\$17.97
PO#:	Voucher #:	49917	Invoice	Invoice No: M7578841	2/14/2025	Paid Amt: \$197.67
						Check Amount: \$197.67
SBT	51573	2021		SIMPLEXGRINNELL LP		Check
			E 01	005 865 000 363 305	Agreement January 2025 - December 2025	\$981.33
PO#:	Voucher #:	49912	Invoice	Invoice No: 24466268	2/14/2025	Paid Amt: \$981.33
						Check Amount: \$981.33
SBT	51574	4035		STUDENT ACTIVITY ACCOUNT		Check
			E 01	300 298 239 000 401	Concession Stand Pop	\$96.00
PO#:	Voucher #:	49916	Invoice	Invoice No: 2/14 Concessions	2/14/2025	Paid Amt: \$96.00
						Check Amount: \$96.00
SBT	51575	00505		THE MINNEOTA MASCOT		Check
			E 01	005 010 000 000 305	School Board Minutes - January	\$168.00
PO#:	Voucher #:	49921	Invoice	Invoice No: 89324	2/14/2025	Paid Amt: \$168.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51575	00505		THE MINNEOTA MASCOT		Check		
			E 01 005 010 000 000 305	School Board Minutes - December		\$112.00		
PO#:	Voucher #:	49920	Invoice	Invoice No: 89323	2/14/2025	Paid Amt:	\$112.00	
			E 01 005 105 000 000 305	Ballots will be Counted - Election		\$112.00		
PO#:	Voucher #:	49919	Invoice	Invoice No: 89322	2/14/2025	Paid Amt:	\$112.00	
						Check Amount:	\$392.00	
SBT	51576	3264		BRAD WENDORFF		Check		
			E 01 300 294 213 000 305	2/17 BBB Official		\$150.00		
PO#:	Voucher #:	49923	Invoice	Invoice No: 2/17 BBB	2/17/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
SBT	51577	3265		BRENT WHERRY		Check		
			E 01 300 294 213 000 305	2/17 BBB Official		\$150.00		
PO#:	Voucher #:	49922	Invoice	Invoice No: 2/17 BBB	2/17/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
SBT	51578	3266		KEVIN WILTS		Check		
			E 01 300 294 213 000 305	2/17 BBB Official		\$150.00		
PO#:	Voucher #:	49924	Invoice	Invoice No: 2/17 BBB	2/17/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
SBT	51579	4009		AG PLUS COOPERATIVE		Check		
			E 01 005 810 192 000 440	Building Fuel 7506		\$19,815.84		
PO#:	Voucher #:	49944	Invoice	Invoice No: 2007529	2/18/2025	Paid Amt:	\$19,815.84	
						Check Amount:	\$19,815.84	
SBT	51580	01678		Camden Conference		Check		
			R 01 300 296 213 000 060	2/17 GBB Conference Gate		\$2,096.00		
PO#:	Voucher #:	49926	Invoice	Invoice No: 2/17 GBB Gate	2/18/2025	Paid Amt:	\$2,096.00	
						Check Amount:	\$2,096.00	
SBT	51581	3033		Carolina Biological Supply		Check		
			E 01 300 260 000 000 430	172158P Flightless Fruit Fly Kits		\$332.00		
			E 01 300 260 000 000 430	Freight		\$87.96		
PO#: 11068	Voucher #:	49925	Invoice	Invoice No: 52866443RI	2/18/2025	Paid Amt:	\$419.96	
						Check Amount:	\$419.96	
SBT	51582	4343		Election Systems & Software		Check		
			E 01 005 105 000 000 305	2/11 Special Election		\$1,036.15		
PO#:	Voucher #:	49930	Invoice	Invoice No: 2/11 Special Electio	2/18/2025	Paid Amt:	\$1,036.15	
						Check Amount:	\$1,036.15	

Minneota Public School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 1/16/2025-2/28/2025 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51583	4336		Jessica Verly		Check
			E 01 005 760 000 723 360	Transportation Agreement - 2/6 through 2/14		\$767.48
PO#:	Voucher #:	49931	Invoice	Invoice No: 2/6 - 2/14	2/18/2025	Paid Amt: \$767.48 Check Amount: \$767.48
SBT	51584	3652		Luverne Speech		Check
			E 01 300 292 236 035 369	Speech Meet Fee		\$98.00
PO#:	Voucher #:	49928	Invoice	Invoice No: Speech Meet Fee	2/18/2025	Paid Amt: \$98.00 Check Amount: \$98.00
SBT	51585	00501		MINNESOTA SCHOOL BOARD ASSOC		Check
			E 01 005 020 000 000 366	SM Negotiations Seminar		\$210.00
PO#:	Voucher #:	49945	Invoice	Invoice No: INV-12782-B7P9Q7	2/18/2025	Paid Amt: \$210.00 Check Amount: \$210.00
SBT	51586	2168		MINNESOTA WEST COLLEGE		Check
			E 01 300 211 000 000 390	Spring REACH Classes		\$6,000.00
PO#:	Voucher #:	49946	Invoice	Invoice No: CI0000006644	2/18/2025	Paid Amt: \$6,000.00 Check Amount: \$6,000.00
SBT	51587	3651		One Office Solution		Check
			E 01 300 298 000 000 401	11x17 Program Paper		\$89.95
PO#:	Voucher #:	49927	Invoice	Invoice No: 595263-00	2/18/2025	Paid Amt: \$89.95 Check Amount: \$89.95
SBT	51588	1159		REDWOOD VALLEY HIGH SCHOOL		Check
			E 01 300 292 236 035 369	Speech Meet Fee		\$56.00
PO#:	Voucher #:	49929	Invoice	Invoice No: Speech Meet Fee	2/18/2025	Paid Amt: \$56.00 Check Amount: \$56.00
SBT	51589	01701		REGION IIIA		Check
			R 01 300 294 221 000 060	2/13 Wrestling Section Gate		\$1,415.00
PO#:	Voucher #:	49932	Invoice	Invoice No: 2/13 Wrestling	2/18/2025	Paid Amt: \$1,415.00 Check Amount: \$1,415.00
						Report Total: \$521,941.14

LEADERSHIP

REPORTS

- ❑ Enrollment as of 2/18/25 is **305**
 - ❑ PreK: 57
 - ❑ K: 30
 - ❑ 1: 41
 - ❑ 2: 33
 - ❑ 3: 42
 - ❑ 4: 31
 - ❑ 5: 33
 - ❑ 6: 38

READ Act Updates

PD for phase 2 educators
PD for paraprofessionals

Classroom Spotlight: Grade 6 Social Studies with Mrs. Walerius and Mr. Sterner



Elementary Updates

School Board Report

Nicolle Johnston

❑ Curriculum Update

- ❑ Looking at EL Open Up Curriculum
 - ❑ Approved by MDE
 - ❑ Met with a rep on 1/14 for a presentation and Q&A Session
 - ❑ PLC Work/Exploration
- ❑ K-2 is looking to align foundational skills curriculum
 - ❑ UFLI
 - ❑ Approved by MDE
- ❑ Math Team Created
 - ❑ Exploring Standards (full implementation 2027-2028 school year)

❑ Important Events

- ❑ School Sealant Program 2/28
- ❑ Conferences 3/20
- ❑ Family Literacy Night 3/27
- ❑ Book Fair 3/31
- ❑ MCAs 4/1

Feb. 2025

High School February 2025-Board Report

Current Updates

- 86% are passing in ALL of their classes.
 - ◆ 83.5% 7th & 8th Grade
 - ◆ 88.7% 9th - 12th Grade
- 95.14% Average Daily Attendance
- MASSP Conference
- Registration 25-26
- IT class- Scoreboard
- PBIS Committee
- Career Pathways
- Building Trades and Welding
- WWII Museum- 10th Grade

Upcoming Events

- Angela will meet with students
- Prom planning
- Graduation planning

SUPERINTENDENT'S REPORT



Legislative Session

- ☐ Both bodies are NOW in Session and doing something
- ☐ Topics of interest:
 - ✓ Cell phone use
 - ✓ Topic: READ Act
 - ✓ New Unemployment Insurance Funding
 - ✓ Eliminating QComp Funding
 - ✓ Reductions In Compensatory Funding
 - ✓ Roof Projects Included In LTFM program

SUPERINTENDENT'S REPORT



Legislative Session

- ☐ March 6: Budget Forecast Update
 - ✓ 2.75% Funding Increase [Approximately \$90,000]
- ☐ Mid-March: Governor's Supplemental Budget [perhaps]
- ☐ March 31: All Resolutions Due
- ☐ May 19: Constitutional End of Session



Bond Referendum Thank You's



CONSENT

AGENDA

Minneota Public Schools – ISD #414

January 21, 2025 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, January 21, 2025 at 7:00 am in the Conference Room.

Roll call was taken. Members present included Emily Coequyt, Jon Buysse, Martin Hennen, Abby Thostenson, Ryan Runia, and Julie Mead. Member Tom Skorczewski was out of town and unable to attend the meeting. Scott Monson, Heather Anderson, and Nicolle Johnston also attended.

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

The School Board took a moment to recognize paraeducators for all their contributions to the district.

Superintendent Monson reviewed student enrollment, the Student Activity Fund/Account for December, and the financial report for December.

Motion by Runia, second by Hennen, to approve payment of bills and the check register as presented. Motion passed unanimously.

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

Motion by Mead, second by Coequyt, to approve 2025 School Board Meeting Dates and Times for the 4th Wednesday of each month at 5:30 pm or at 7:00 am. Motion passed unanimously.

Motion by Hennen, second by Runia, to approve the SitelogIQ Professional Services Agreement Amendment #1. Motion passed unanimously.

Motion by Buysse, second by Mead, to approve the 2nd reading of Policies #101.1, #301, #302, #303, #304, #305, #306, #527, and #528, as presented. Motion passed unanimously.

Motion by Runia, second by Mead, to Schedule a Special Meeting at 7:15 am on Wednesday, February 19 to Canvass Returns of the Special Election. Motion passed unanimously.

Motion by Buysse, second by Hennen, to approve the 2025-2026 Budget Parameters and Assumptions. Motion passed unanimously.

Superintendent Monson reviewed multiple and various considerations for creating the 2025-2026 School Calendar, and Board Members asked questions and shared opinions. No formal action was taken.

Motion by Buysse, second by Mead, to increase Preschool Tuition and Fees by 5% for 2025-2026. Motion failed unanimously.

Motion by Runia, second by Buysse, to increase Preschool Tuition and Fees by 8% for 2025-2026. Motion passed unanimously.

Motion by Mead, second by Runia, to approve the 2025-2026 High School Registration Guide. Motion passed unanimously.

The School Board reviewed – for the 1st of 2 times – Policies #201, #202, #203, #203.1, #203.2, #203.5, #203.6, #204, #205, and #206. No formal action was taken.

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

The meeting was adjourned at 8:25 am.

Martin Hennen, Clerk

Minneota Public Schools – ISD #414

February 19, 2025 School Board Special Meeting Minutes

A Special Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, February 19, 2025 at 7:15 am in the Conference Room.

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

Motion by Mead, second by Runia, to approve the agenda as presented. Motion passed unanimously.

Motion by Runia, second by Hennen, to approve a Resolution Canvassing Returns and Votes of a School District Special Election held on February 11, 2025. Motion passed unanimously by roll call vote with all School Board Members voting yes.

Motion by Hennen, second by Buysse, to adjourn the meeting. Motion passed unanimously.

The meeting was adjourned at 7:16 am.

Martin Hennen, Clerk

Monthly School Board Consent Agenda Personnel Items - February 2025

Resignation or Termination			
Name	Position	Effective Date	Details
Matt Myhre	Assistant Golf Coach	Immediately	Personal
Kennar Louwagie	Art Teacher	May 21, 2025	Personal
Amanda Andersen	Food Service Aide	January 21, 2025	Termination
New Contract or New Hire			
Name	Position	Salary-Wages	Effective Date
Kaley Buysse	Math Corp Mentor	\$ 2,000	Immediately
Kira Jennen	Food Service Worker	\$ 18.34/per hour	February 10, 2025
Mitchell Bouwman	Junior High Baseball Coach	\$ 1,672	2025 Season
Jackson Esping	Assistant Golf Coach	\$ 2,625	2025 Season
Walker Hennen	Head Golf Coach	\$ 4,216	2025 Season
Heidi Louwagie	Head Softball Coach	\$ 4,696	2025 Season
Larissa Damm	Junior High Softball Coach	\$ 1,672	2025 Season
Keven Larson	Head Baseball Coach	\$ 4,696	2025 Season
Braeden Panka	Junior Varsity Baseball Coach	\$ 2,625	2025 Season
Chad Johnston	Junior High Baseball Coach	\$ 2,306	2025 Season
Kent Williams	Trap Coach	\$ 750	2025 Season
Katie Boettger	Softball Volunteer		2025 Season
Jenna Drietz	Softball Volunteer		2025 Season
JD Pesch	Baseball Volunteer		2025 Season
Dale Verschelde	Trap Volunteer		2025 Season

MATH CORPS MENTOR MEMORANDUM OF UNDERSTANDING

WHEREAS, the Minneota Education Minnesota Organization ("Organization") is the exclusive representative for teachers employed by Independent School District No. 414, Minneota ("School District"); and

WHEREAS, the Organization and the School District are parties to a collective bargaining agreement for the period of July 1, 2023, through June 30, 2025; and

WHEREAS, Page 27 of the collective bargaining agreement shows the Extra Curricular Activities Salary Schedule for 2024-2025; and

WHEREAS, the Math Corps Mentee needs a Math Corps Mentor, which necessitates a Math Corp Mentor for this year; and

WHEREAS, a Math Corps Mentor position is not included in the aforementioned Salary Schedule for 2024-2025; and

WHEREAS, the Organization and School District agree the creation of a Math Corps Mentor for this school year benefits students.

And THEREFORE, the Organization and School District both support the addition of a Math Corps Mentor position for the 2024-2025 school year at a salary of \$2,000.

MEMO:	School District #414
<hr/> Co-President	<hr/> Chair
<hr/> Co-President	<hr/> Clerk
<hr/> Date	<hr/> Date

MEMORANDUM OF AGREEMENT ONLINE COLLEGE IN THE HIGH SCHOOL 2025-2026 SCHOOL YEAR

Between Distance Minnesota colleges: Alexandria Technical and Community College, Northland Community and Technical College, and Northwest Technical College and

School District Name

This memorandum of agreement outlines the school district and college responsibilities and fee structure to participate in the Online College in the High School (OCHS) program. The colleges and high schools participating in the OCHS program agree to follow [MN PSEO Statute 124D.09](#) guidelines. The administrative signatures acknowledge agreement to abide by state statute and the terms outlined below.

Administrative Responsibilities

The School District Will:

1. Provide all prospective students with information on the unique challenges, opportunities, and requirements students should anticipate when taking online college courses.
2. Be primarily responsible for the enrollment process of their students through the OCHS portal.
3. Assign a coordinator (who is not required to be a faculty member) to monitor students in the OCHS program to assure that the students stay on task and progress through their online course(s). Grades may be reviewed on a regular basis by having the student(s) log-in to D2L Brightspace.
4. Ensure students meet minimum GPA or have qualifying test scores. Administer Accuplacer testing for students who do not meet minimum eligibility requirements.
5. Limit first semester enrollment of qualified sophomores to one Career and Technical Education course.
6. Notify OCHS staff when a new coordinator will be assigned at the school district so access to training and the portal can be provided.
7. Ensure each student enrolled has appropriate technology and internet access.
8. Communicate with OCHS staff to determine whether students should be advised to withdraw with a grade of "W" rather than risk a poor GPA.
9. Provide students the opportunity to request a grade of FN be removed from their record and a grade of FW be changed to a grade of W. These requests need to be made within the time period that students can still withdraw.

The Colleges Will:

- Provide training for coordinators at no charge to the school district.
- Provide a variety of Minnesota Transfer Curriculum (MNTC) courses and Career and Technical Education (CTE) courses to meet student interests and academic needs as requested by the district and as enrollment supports.
 - A limited number of CTE courses may share seats with students who are not in high school to avoid courses being cancelled due to low enrollment.

- Send invoices to each district approximately 60 days after the start of each term (fall and spring).
- Ensure textbooks are shipped to the high school each term.
- Monitor student satisfactory academic progress after grades are posted each term. Notify the coordinator of students on warning/suspension status. Students with unsuccessful appeals will be dropped if registered for OCHS courses in future terms.

Fee Structure

The total cost of instruction is shared by all participating school districts each term.

- Tuition is billed on a per-seat/credit basis. The total overall cost of instruction billed by the colleges each term is \$3,750 per credit.
- Seat costs are based on the total tuition of all courses offered, divided by the total number of credits sold. Participating school districts per seat/credit cost for instruction will be prorated based on the number of credits of their enrolled students.
- Seat costs are dependent on the overall number of student enrollments and the total number of credits sold. Seat costs are capped at \$164/student/credit:
 - \$328 per seat for a two-credit course
 - \$492 per seat for a three-credit course
 - \$656 per seat for a four-credit course
- School districts in the Pine to Prairie Perkins Cooperative will be charged 3.5% per credit for indirect costs. This 3.5% goes back into the Pine to Prairie Cooperative.

The Colleges Will:

- Endeavor to keep the average cost per credit to \$135, however per seat rates are not guaranteed other than the \$164/student/credit cap referenced above.
- Invoice each school district within 60 days of the start of the term.
 - OCHS will invoice school districts within the Runestone, Lakes Country, North Country, and all school districts associated with Perkins consortia unaffiliated with OCHS.
 - Pine to Prairie Cooperative will invoice school districts within the Pine to Prairie Cooperative.
- Endeavor to use open educational resources when available to eliminate or reduce the cost of textbooks and other related classroom materials.
- Record registration cancellations in the postsecondary student record system. This cancellation date will be used to determine whether a school district is obligated to pay for the cancelled seat.
- Permit, at district discretion, enrollment of other qualifying students to take any “seat” made available (no later than the first five days of the semester) due to the event of a late cancellation without additional per seat charge.

The School District Will:

- Incur the cost of obtaining any required textbooks and related materials (purchase/rent/borrow) for each student enrolled in the OCHS program.
- Agree to pay for student registrations according to this agreement with the exception of registrations officially dropped more than seven calendar days from the start of the course.
- Remit payment of textbook and tuition invoices within 30 days of receipt.

Administrative Signatures:

District Superintendent

Date

Online College in the High School Presidents:



2/18/25

Michael Seymour, President
Alexandria Technical and Community College

Date



2/18/25

Shari Olson, Interim President
Northland Community and Technical College

Date



2/20/2025

John Hoffman, President
Northwest Technical College

Date

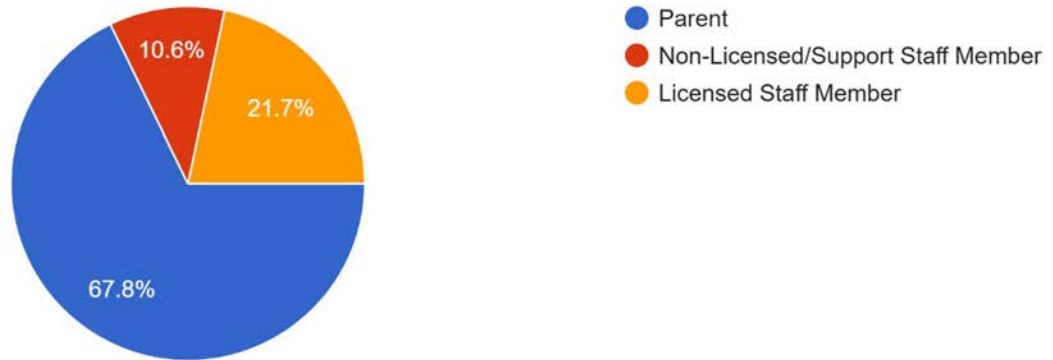
PREVIOUS

BUSINESS

2025-2026 School Calendar Survey – Results Overview

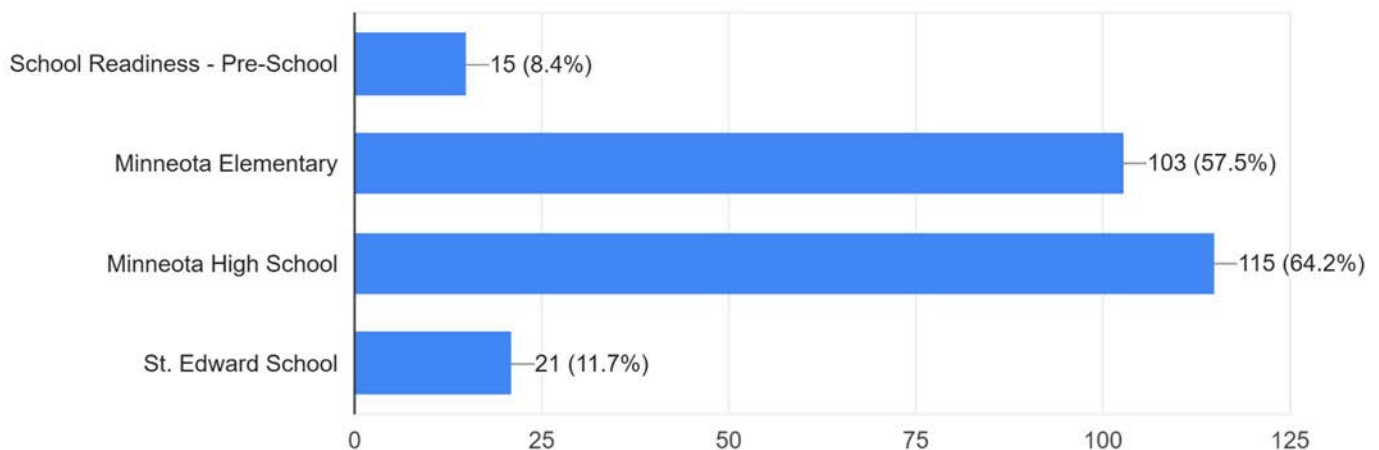
Who is completing this survey?

180 responses



Which school or schools do you 'represent' - which school does/do you child/ren attend school at [or in] or which school do you work in?

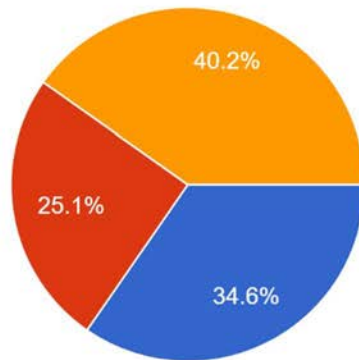
179 responses



2025-2026 School Calendar Survey – Results Overview

First Day of School: What day should school start in 2025-2026?

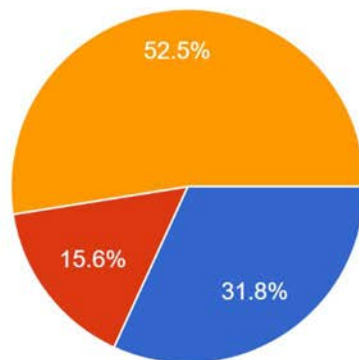
179 responses



- Start on Monday, August 18
- Start on Tuesday, August 19
- Start on Wednesday, August 20

When should we end each quarter and semester?

179 responses

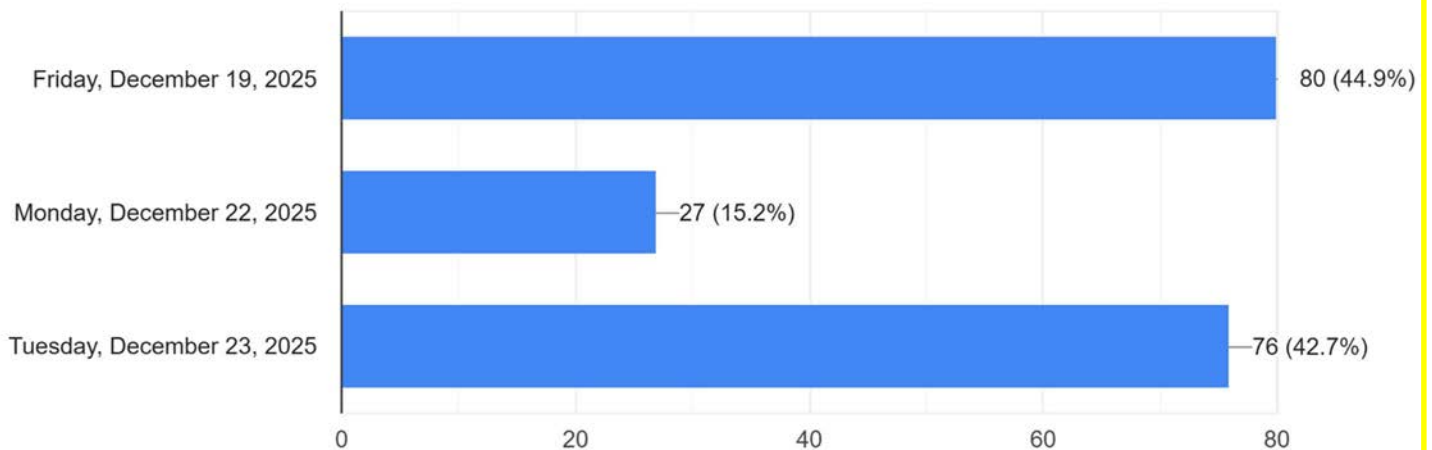


- End each quarter and semester at the end of a week.
- End each quarter and semester on whatever day(s) necessary - including mid-week, if necessary - to make each quarter and semester the same number of days long.
- I do not have a preference when each quarter and semester ends, as long as they are close to the same number of days.

2025-2026 School Calendar Survey – Results Overview

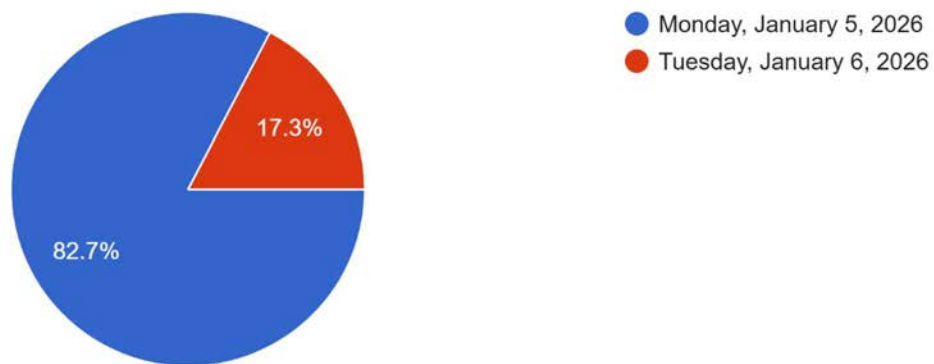
Winter/Holiday Break: Do you prefer we have the final student day before the Winter/Holiday Break on:

178 responses



January 2026: What day would you prefer the first student day after the Winter/Holiday Break be:

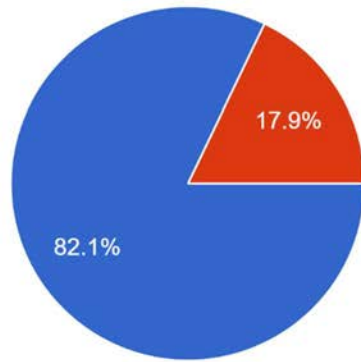
179 responses



2025-2026 School Calendar Survey – Results Overview

Three-Day Weekends: Do you prefer that one or more three (3) day weekends be included in the 2025-2026 school calendar to give students, staff,...amilies an opportunity for an 'extended weekend'?

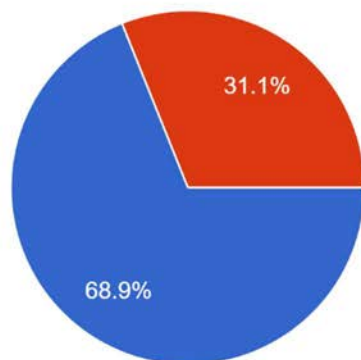
179 responses



- Yes, I prefer that one or more three-day weekends are included in the 2025-2026 school calendar during long stretches of school.
- No, I do not prefer any three-day weekends included in the 2025-2026 school calendar.

If one or more three (3) day weekends are included in the 2025-2026 school calendar, I prefer that there is no school on a:

177 responses

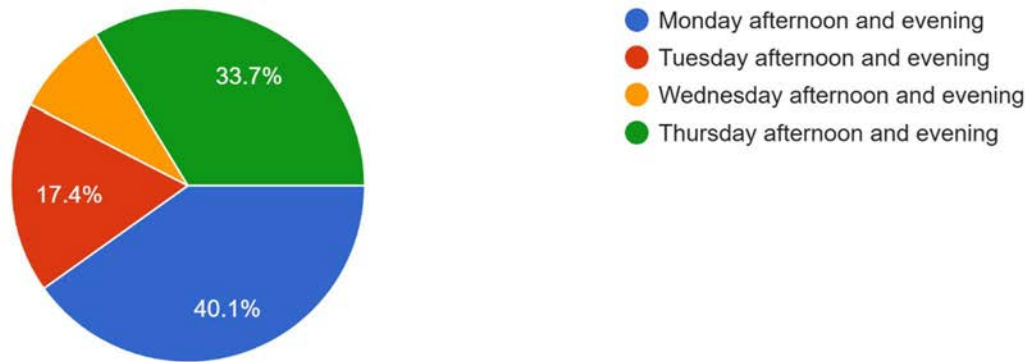


- Friday
- Monday

2025-2026 School Calendar Survey – Results Overview

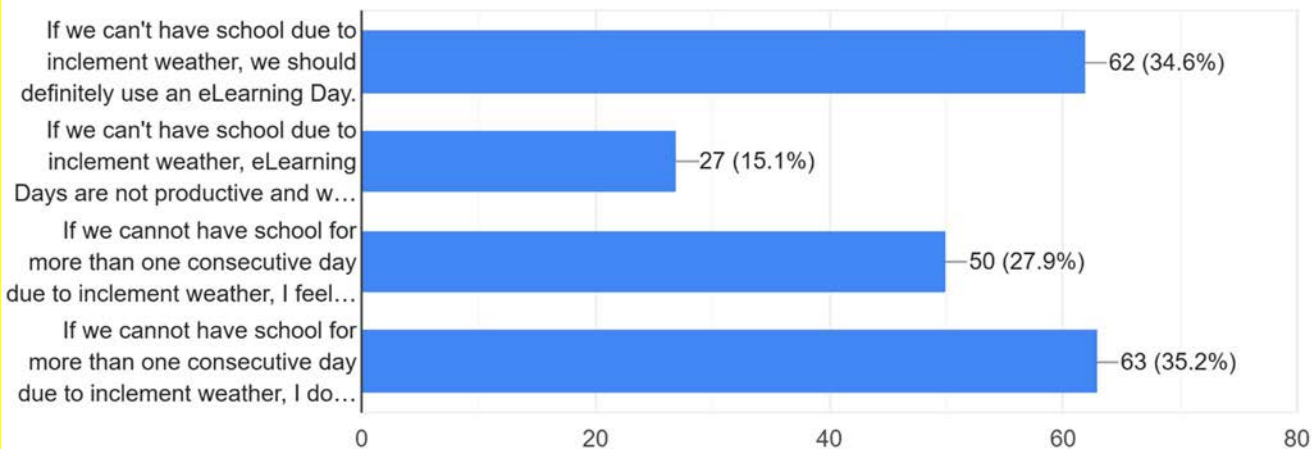
Parent-Teacher Conferences: Which day and evening of the week do you prefer we schedule and hold Parent-Teacher Conferences?

172 responses



What are your thoughts about eLearning Days? Check all that apply.

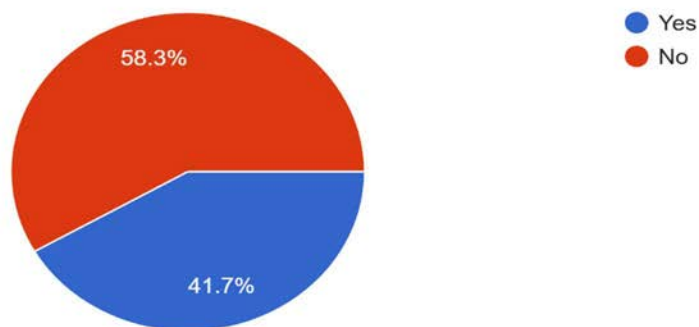
179 responses



2025-2026 School Calendar Survey – Results Overview

Do you have a child who is in 8th, 9th, 10th, or 11th grade this year [2024-2025]?

180 responses



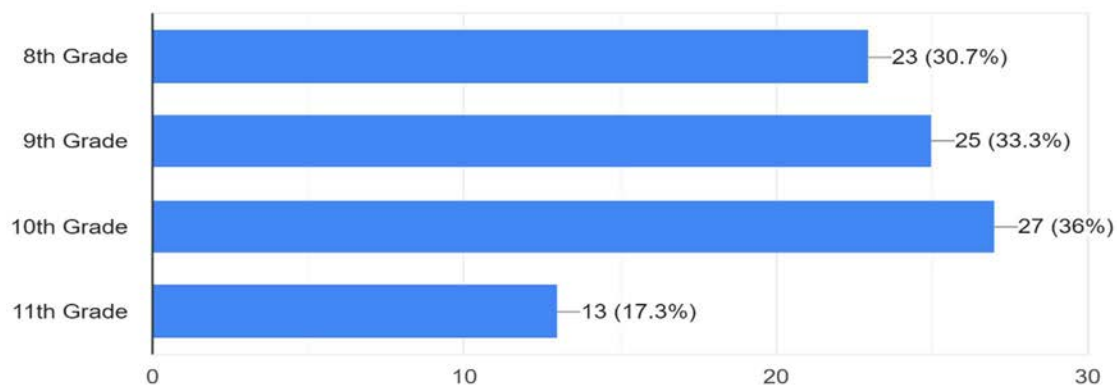
Which day do you prefer Graduation be held in 2025-2026?

72 responses



What grade do you currently have a child [or children] in?

75 responses



Minneota Public Schools 2025-2026 School Calendar

Approved by the School Board on _____

July 2025							January 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29	30	31
August 2025							February 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30							
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	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30					29	30	31				
October 2025							April 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30		
November 2025							May 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						
December 2025							June 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				
Quarter #1 = 39 days							Quarter #3 = 47 days						
Quarter #2 = 45 days							Quarter #4 = 43 days						

2024-2025 Budget Revision - DRAFT as of 2/20/2025

Fund	Current 2024-2025 Budget			Proposed Revised 2024-2025 Budget		
	Revenues	Expenses	Result	Revenues	Expenses	Result
01 - General	\$ 7,593,069	\$ 7,715,916	\$ (122,847)	\$ 8,058,047	\$ 7,947,920	\$ 110,127
				\$ 464,978	\$ 232,004	\$ 232,974
02 - Food Service	\$ 481,070	\$ 511,272	\$ (30,202)	\$ 501,520	\$ 505,163	\$ (3,643)
				\$ 20,450	\$ (6,109)	\$ 26,559
04 - Community Services/Education	\$ 188,505	\$ 252,685	\$ (64,180)	\$ 191,756	\$ 260,102	\$ (68,346)
				\$ 3,251	\$ 7,417	\$ (4,166)
06 - Technology [Building Construction]	\$ 45,000	\$ 264,358	\$ (219,358)	\$ 85,000	\$ 264,358	\$ (179,358)
				\$ 40,000	\$ -	\$ 40,000
07 - Debt Service	\$ 1,603,388	\$ 1,548,528	\$ 54,860	\$ 1,714,917	\$ 1,545,578	\$ 169,339
				\$ 111,529	\$ (2,950)	\$ 114,479
All Funds - Total	\$ 9,911,032	\$ 10,292,759	\$ (381,727)	\$ 10,551,240	\$ 10,523,121	\$ 323,486
				\$ 640,208	\$ 230,362	\$ 705,213



Minneota Public School District

Policy 201

Adopted: March 18, 2010

Revised: ~~May~~February 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: ~~May~~February -2025~~3~~

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: ~~May~~February -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: ~~May~~February 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~~should receive a second prior to opening the issue for discussion ~~of~~by the school board. However, the school board may discuss an agenda item and receive preliminary information if that is beneficial to the school board before making a motion and/or second on that item.

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

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

G.H. 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.I. 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.J. 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.K. The order in which names will be called for roll call votes will be determined by the school board chair.

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

L.M. 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.N. 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~~3~~

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.
- ~~11.10.~~ 11.10. New business.
- ~~12.11.~~ 12.11. 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: ~~May~~February 2025~~3~~

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 ~~three (3)~~ 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: ~~May~~February 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~~ey 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: ~~May~~February 2025~~3~~

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, ~~§ subdivision~~ 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)

NEW

BUSINESS

2025-2026 Preliminary Budget Outlook - Scenario Builder

General Fund Revenues	2024-2025	Factor	2025-2026	
Local	\$1,643,859	0.00%	\$1,643,859	\$0
State Aid	\$4,742,903	0.00%	\$4,742,903	\$0
State Other	\$1,063,544	0.00%	\$1,063,544	\$0
Federal from State	\$102,777	0.00%	\$102,777	\$0
Federal	\$39,986	0.00%	\$39,986	\$0
Total Revenues	\$7,593,069		\$7,593,069	\$0
General Fund Expenses	2024-2025	Factor	2025-2026	
Salaries and Wages	\$4,288,023	0.00%	\$4,288,023	\$0
Employee Benefits	\$1,245,156	0.00%	\$1,245,156	\$0
Purchased Services	\$1,471,119	0.00%	\$1,471,119	\$0
Supplies and Materials	\$573,418	0.00%	\$573,418	\$0
Capital Expenditures	\$108,500	0.00%	\$108,500	\$0
Other Expenditures	\$29,700	0.00%	\$29,700	\$0
Total Expenses	\$7,715,916		\$7,715,916	\$0
General Fund	2024-2025	2025-2026		
Revenues	\$8,014,241	\$8,014,241		
Expenses	\$7,878,315	\$7,878,315		
Preliminary Projected Result	\$135,926	\$135,926		

**RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS REGARDING THE
REDUCTION AND/OR DISCONTINUANCE OF PROGRAMS AND POSITIONS AND REASONS THEREFOR**

_____ introduced the following resolution and moved its adoption:

WHEREAS, the financial limitations of the District dictate that the School Board must reduce expenditures, and

WHEREAS, this reduction in expenditures may necessitate the discontinuance or reduction of programs and/or the discontinuance or reduction of positions, and

WHEREAS, a determination must be made as to whether programs or positions must be reduced and/or discontinued,

BE IT RESOLVED, by the School Board of Independent District No. 414, as follows:

That the School Board hereby directs the Superintendent and Administration to consider the discontinuance and/or reduction of programs or positions to effectuate economies in the District and reduce expenditures and make recommendations to the School Board for the discontinuance of programs, reduction of programs, discontinuance of positions, or the reduction of positions.

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon a vote being taken thereon,

The following members voted in favor thereof:

The following members voted against the same:

Whereupon said resolution was declared duly failed/passed and adopted on February 26, 2025.

Martin Hennen, School Board Clerk

**RESOLUTION NON-RENEWING A PROBATIONARY TEACHER
SHELBY DOMEIER**

_____ introduced the following resolution and moved its adoption:

WHEREAS, Shelby (Corbin) Domeier is a probationary teacher in Independent District No. 414.

BE IT RESOLVED, by the School Board of Independent District No. 414, that pursuant to Minn. Stat. 122A.40, subd. 5 and the District Master Agreement, the teaching contract of Shelby (Corbin) Domeier, a probationary teacher in Independent District No. 414, shall be non-renewed at the end of the 2024-2025 school year effective Thursday, May 22, 2025.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on February 26, 2025.

Wednesday, February 26, 2025

Dear Ms. Domeier:

You are hereby notified that at the meeting of the School Board of Independent District No. 414 held on Wednesday, February 26, 2025, a resolution was adopted by a majority roll call vote to not renew your teaching contract for the 2025-2026 school year.

Your employment will terminate at the end of the 2024-2025 school year effective Thursday, May 22, 2025.

Said action of the School Board is taken pursuant to Minn. Stat. 122A.40, subd. 5. and the District Master Agreement.

You may officially request the School Board give its reasons for the nonrenewal of your teaching contract. For your information, however, this action is being taken because of licensing requirements – specifically, that you hold appropriate licensure to teach K-6 Elementary Education (not Tier II) for the 2025-2026 school year.

Sincerely,

SCHOOL BOARD OF INDEPENDENT DISTRICT NO. 414

Martin Hennen, Clerk of the School Board

**RESOLUTION NON-RENEWING A PROBATIONARY TEACHER
KENDRA JERZAK**

_____ introduced the following resolution and moved its adoption:

WHEREAS, Kendra Jerzak is a probationary teacher in Independent District No. 414.

BE IT RESOLVED, by the School Board of Independent District No. 414, that pursuant to Minn. Stat. 122A.40, subd. 5 and the District Master Agreement, the teaching contract of Kendra Jerzak, a probationary teacher in Independent District No. 414, shall be non-renewed at the end of the 2024-2025 school year effective Thursday, May 22, 2025.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on February 26, 2025.

Wednesday, February 26, 2025

Dear Ms. Jerzak:

You are hereby notified that at the meeting of the School Board of Independent District No. 414 held on Wednesday, February 26, 2025, a resolution was adopted by a majority roll call vote to not renew your teaching contract for the 2025-2026 school year.

Your employment will terminate at the end of the 2024-2025 school year effective Thursday, May 22, 2025.

Said action of the School Board is taken pursuant to Minn. Stat. 122A.40, subd. 5. and the District Master Agreement.

You may officially request the School Board give its reasons for the nonrenewal of your teaching contract. For your information, however, this action is being taken because of licensing requirements – specifically, that you hold appropriate licensure to teach 7-12 English/Language Arts for the 2025-2026 school year.

Sincerely,

SCHOOL BOARD OF INDEPENDENT DISTRICT NO. 414

Martin Hennen, Clerk of the School Board

**RESOLUTION NON-RENEWING A PROBATIONARY TEACHER
JAY KNUTSON**

_____ introduced the following resolution and moved its adoption:

WHEREAS, Jay Knutson is a probationary teacher in Independent District No. 414.

BE IT RESOLVED, by the School Board of Independent District No. 414, that pursuant to Minn. Stat. 122A.40, subd. 5 and the District Master Agreement, the teaching contract of Jay Knutson, a probationary teacher in Independent District No. 414, shall be non-renewed at the end of the 2024-2025 school year effective Thursday, May 22, 2025.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on February 26, 2025.

Wednesday, February 26, 2025

Dear Mr. Knutson:

You are hereby notified that at the meeting of the School Board of Independent District No. 414 held on Wednesday, February 26, 2025, a resolution was adopted by a majority roll call vote to not renew your teaching contract for the 2025-2026 school year.

Your employment will terminate at the end of the 2024-2025 school year effective Thursday, May 22, 2025.

Said action of the School Board is taken pursuant to Minn. Stat. 122A.40, subd. 5. and the District Master Agreement.

You may officially request the School Board give its reasons for the nonrenewal of your teaching contract. For your information, however, this action is being taken because of licensing requirements – specifically, that you hold appropriate licensure to teach K-12 Vocal and Classroom Music (not Tier I or Tier II) for the 2025-2026 school year.

Sincerely,

SCHOOL BOARD OF INDEPENDENT DISTRICT NO. 414

Martin Hennen, Clerk of the School Board



1420 East College Drive
Marshall, MN 56258
www.swsc.org

SWWC Service Cooperative Contracts Summary

	24-25 Contracts	25-26 Contracts
Member: Minneota Public School		
Child Count on Contracts	518	552
Membership Dues (One-Time)	\$0.00	\$0.00
Administrative Solutions		
Environmental/Occupational Health & Safety Management Program	\$5,481.00	\$5,754.00
Health & Safety Management Assistance	\$1,299.43	\$1,299.43
Regional Management Information Center		
<ul style="list-style-type: none"> Business/SMART Systems Services 	\$11,155.60	\$12,192.00
<ul style="list-style-type: none"> Business UFARS Support Services without access to SMART Systems 	\$0.00	\$0.00
<ul style="list-style-type: none"> MARSS/Other Revenue Reporting Services 	\$1,914.40	\$2,005.40
<ul style="list-style-type: none"> Extended Services Subscription 	\$0.00	\$0.00
Technology Services		
<ul style="list-style-type: none"> Basic Technology Services 	Included with WAN	Included with WAN
<ul style="list-style-type: none"> Technology Coordination Support 	\$23,085.00 20% of full time shared with Lakeview; year 2 of 3 years	\$23,821.00 20% of full time shared with Lakeview; year 3 of 3 years; \$1,815 WAN Tech Subscriber Deduction
<ul style="list-style-type: none"> Technology Integration Support 	\$0.00	\$0.00
<ul style="list-style-type: none"> E-Rate Coordination Services 	Included with WAN	Included with WAN
<ul style="list-style-type: none"> Comprehensive Cyber Security 	\$8,773.90	\$6,038.00
<ul style="list-style-type: none"> Student Data Privacy Program 	\$1,545.00	\$1,950.00
<ul style="list-style-type: none"> WAN Consortium Member 	Yes	Yes
<ul style="list-style-type: none"> Email Security Service 	Yes	Yes
<ul style="list-style-type: none"> Email Archiving Service 	No	No
<ul style="list-style-type: none"> Secured Remote Backup Service 	No	No
<ul style="list-style-type: none"> Website ADA Accessibility and Usability Support with Siteimprove 	No	No
<ul style="list-style-type: none"> OnDemand IT Certification and Training Solution with Stormwind Studios 	No	No

• Moodle Course Hosting Service	No	No
• Moodle in Your School Service	No	No
• SWWC Private Cloud Server Hosting	No	No
• SWWC Managed FilterED ILT Services	No	No
Educational Solutions		
Special Education Services:		
• School Psychologist	\$30,750.00	\$48,640.00
• Speech/Language Pathologist	\$151,680.00	\$152,500.00
• Teacher of the Visually Impaired	\$0.00	\$0.00
• Early Childhood Special Education Teacher	\$0.00	\$0.00
• Teacher of the Deaf/Hard of Hearing	\$26,620.00	\$37,520.00
• DAPE Teacher	\$0.00	\$0.00
• Occupational Therapy	\$53,345.00	\$57,330.00
• Orientation and Mobility Services	\$0.00	\$0.00
• Physical Therapy	\$0.00	\$0.00
• Regional ECSE Coordination	\$1,771.00	\$1,941.00
• Special Education Cooperative Membership Fee	\$12,278.00	\$18,882.00
• Shared Special Education Administrative Services	\$35,716.00	\$40,126.00
• Single District Special Education Administrator	\$0.00	\$0.00
TOTAL SPECIAL EDUCATION SERVICES	\$312,160.00	\$356,939.00
Behavior Analytic Services	\$0.00	\$0.00
Mental Health Services	\$0.00	\$0.00
School Nurse Services	\$0.00	\$0.00
Teaching & Learning Curriculum & Instruction Coordination Services	\$0.00	\$0.00
Teaching & Learning Shared Curriculum & Instruction Coordination Services	\$0.00	\$0.00
Teaching & Learning Literacy Lead Specialist Services	\$0.00	\$0.00
Teaching & Learning Customized Services	\$0.00	\$0.00
STARRS Online Academy	No	No
Translation/Interpretation	No	No
TOTAL	\$367,364.33	\$409,998.83

**SWWC SERVICE COOPERATIVE
MEMBERSHIP AGREEMENT
2025-26**

THIS AGREEMENT, is executed this 3rd day of February, 2025, (the “Execution Date”) by and between SWWC Service Cooperative (hereinafter referred to as “SWWC”), and Minneota Public School, No. 414, located at Minneota, Minnesota (hereinafter referred to as the “Member”). The provisions contained herein, along with the addenda and attachments thereto, shall constitute the entire agreement and understanding between the parties.

RECITALS

- A. Pursuant to Minnesota Statute § 123A.21, SWWC was formed to perform planning on a regional basis and to assist in meeting the specific needs of clients in participating school districts, cities, counties, and other governmental agencies that could be better provided by a service cooperative than individually by the members themselves. Minnesota Statute § 123A.21 authorizes SWWC to provide those programs and services which are determined to be priority needs of the particular region pursuant to Minn. Stat. § 123A.21, subd. 7, and to assist in meeting special needs which may arise from the fundamental constraints of SWWC’s members.
- B. Membership in SWWC is not compulsory. Members may subscribe to SWWC programs and services available to all members by payment of a one-time membership fee. At its sole option the member may further subscribe to programs and services beyond those offered to all members (“Additional Services”). Individual members shall collectively share in the costs incurred in providing the Additional Services to which they subscribe.
- C. The parties hereto desire to establish a relationship in which SWWC will provide programs and services to the Member and in which the Member will remit payment for such programs and services specified herein.
- D. SWWC and the Member seek to assure a thorough understanding of the obligations assumed by each.

AGREEMENT

1. Dues and Fees.

- a. **Membership Dues.** The SWWC Board of Directors has determined membership fees (“Annual Membership Dues”) as follows:
 - **Full Membership:** Open to public school districts, cities, counties, and other governmental agencies as defined in Minnesota Statute (M.S. 471.59) and are within the SWWC region. A **one-time fee of \$25** will be assessed.
 - **Associate Membership:** Open to (a) nonpublic schools, partnership agencies, or nonprofit organizations within the SWWC region, and to (b) schools – public and nonpublic, cities, counties, partnership agencies, nonprofit organizations, and other governmental agencies outside the SWWC region. A **one-time fee of \$50** will be assessed.
- b. **Additional Services Fees.** The Additional Service addenda attached hereto reflect each Additional Service subscribed to by the Member. The cost of such Additional Services may be determined by apportioning the approximate cost of each program and service among the members participating in the Additional Service, or may alternatively be determined by a flat fee schedule (“Additional Services Fees”). The attached Additional Service addenda shall state the manner in which the cost of such Additional Service subscribed to shall be calculated during the Term of this Agreement.

2. **Payment.** Unless modified by any addenda attached hereto, all payments due SWWC by Member shall be paid on or before August 15.

3. **Calculation of Student Enrollment.** If the attached addenda state that the Additional Service Fees are to be assessed on a per student basis, the student enrollment numbers used shall be those identified by the Minnesota Automated Reporting Student System (MARSS) from the second prior fiscal year (23-24). The number of students calculated shall be those enrolled in pre-kindergarten through 12th grade education.

4. **Indemnification by Member.** The Member shall indemnify and hold SWWC harmless from any and all loss, damage, liability, cost or expense (including reasonable attorneys’ fees and expenses) which SWWC may incur or suffer as a result of any claim of any kind whatsoever arising out of:

- a. any act or omission by Member or any of Member’s agents or employees which violates this Agreement;
- b. any claim for breach of warranty based upon any warranty or representation given or purportedly given by Member, Member’s agents or employees which is different from or in addition to written warranties and representations given by SWWC, as amended by from time to time;

- c. third party claim for personal injury, damage, economic loss or other damage, caused by or arising out of the use, creation or production of any products proximately caused by or resulting from the negligence of Member, or the Member's agents or employees;
- d. any claim for breach of warranty based upon a defect caused by any act or omission by the Member, or the Member's employees or agents; or
- e. any claim or demand arising from the employment for engagement by Member of any person or entity.

5. **Term; Automatic Renewal.** Unless modified by addenda attached hereto, SWWC's obligations pursuant to this Agreement and any attached addenda shall commence on July 1, 2025 (the "Effective Date") and shall continue for a period of twelve (12) months (the "Initial Term"). This Agreement and all addenda attached hereto shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member delivers (a) written notice to SWWC of the Member's intent to withdraw from all SWWC services ("Notice of Intent to Withdraw"), or (b) written notice of the Member's intent to reduce its participation in any previously subscribed-to Additional Services ("Notice of Intent to Reduce Additional Services") by March 1 preceding the first day of the next Extended Term as set forth in Subsections 5(a) and 5(b) below (the "Notice Deadline").

- a. **Notice of Intent to Withdraw.** The Member may deliver to SWWC a written Notice of Intent to Withdraw from membership and all Additional Services by the Notice Deadline. If not delivered, this Agreement shall renew for the next Extended Term and the Member shall be obligated to pay all dues and fees for the next Extended Term. The Member acknowledges and agrees that failure to provide such Notice of Intent to Withdraw on or before the Notice Deadline shall cause the Term of this Membership Agreement and, notwithstanding the receipt of a timely Notice of Intent to Reduce Additional Services from the Member, the Term of all addenda attached hereto to automatically renew for the next Extended Term. The Member further acknowledges and agrees that the Member may not subscribe to any Additional Service unless membership in SWWC is maintained and continued for the full term of any Additional Service. The Member acknowledges and agrees that if the Member subscribes to any Additional Services that extend over a term of greater than twelve (12) months (referred to herein as an "Obligated Term"), the Member shall be prohibited from withdrawing from membership in SWWC or from such subscribed Additional Service until the Obligated Term of the Additional Service has expired.
- b. **Notice of Intent to Reduce Additional Services.** The Member may deliver to SWWC a written Notice of Intent to Reduce Additional Services by the Notice Deadline. If not so delivered, the Additional Services shall not be reduced, and the Member shall be obligated to pay all fees for subscribed Additional Services for the next Extended Term. Additionally, a timely Notice of Intent to Reduce Additional Services shall be effective only for those services expiring in the twelve (12) month period following the Notice Deadline and shall not have the effect of reducing the Term of any Additional Services to which the Member has subscribed; each Additional Service to which the Member has subscribed will not be subject to reduction or termination until the expiration date of the current Term of such Additional Service.

6. **Termination.** Notwithstanding any provision in this Agreement to the contrary, this Agreement may be terminated prior to the expiration of the Initial Term or any Extended Term pursuant to any of the following provisions:

- a. **Breach of Agreement.** Either party may terminate this Agreement by delivery of written notice to the other party if the other party breaches any of the terms and conditions of this Agreement; provided, however, if the breach is curable such notice shall not be effective unless and until such breach remains uncured for a period of thirty (30) days after delivery of such notice. If the breach is nonpayment by the Member of monies due to SWWC the cure period shall be ten (10) days, not thirty (30) days.
- b. **Effect of Termination.** Except as specifically set forth herein, no withdrawal or termination of this Agreement by the Member, whether before or after the Effective Date hereof, and whether voluntary or involuntary, shall relieve the Member of its obligation to pay the full amount due hereunder, including any amounts due pursuant to any attached addenda, nor shall such withdrawal or termination, whether before or after the Effective Date hereof, result in or entitle the Member to the return of any monies previously paid to SWWC for any services subscribed to whether or not such services have been provided or delivered. A breach of this Agreement by SWWC shall entitle the Member to reimbursement of a prorated share of any Additional Service that would remain unused if 1/12 of the service fee were used by SWWC during each month of each Term hereof.

7. **General Provisions.**

- a. **Notices.** Any notice required or permitted to be given under this Agreement shall be deemed to have been duly delivered: (i) when received if delivered by hand; (ii) the same day if delivered by facsimile sent no later than 4:00 pm (receiver's time) on a business day; (iii) the next business day if sent by facsimile on a non-business day

or after 4:00 pm (receiver's time) on a business day; (iv) one (1) business day after placement with a reputable overnight carrier for next morning delivery; or (v) four (4) business days after depositing if placed in the U.S. mails for delivery by registered or certified mail, return receipt requested, postage prepaid and addressed to the appropriate party at the address set forth on the first page of this Agreement. If either party changes its address or facsimile number, such party shall give written notice to the other party of such different address or facsimile number in the manner set forth above.

- b. **Amendment.** The express terms of this Agreement, including all addenda hereto, shall control and supersede any course of performance and/or customary practice inconsistent with such terms. Any agreement between the parties hereafter made shall not change or modify this Agreement unless in writing and signed by the party against whom enforcement of such change or modification is sought.
- c. **Entire Agreement.** This Agreement, together with any addenda referenced herein, constitutes the entire Agreement between the parties and supersedes any and all prior and contemporaneous oral or written understandings between the parties relating to the subject matter hereof.
- d. **Modification and Waiver.** No purported amendment, modification or waiver of any provision hereof shall be binding unless set forth in a writing signed by both parties (in the case of amendments and modifications) or by the party to be charged thereby (in the case of waivers). Any waiver shall be limited to the circumstance or event specifically referenced in the written waiver document and shall not be deemed a waiver of any other term of this Agreement or of the same circumstance or event upon any recurrence thereof.
- e. **Assignment.** The Member shall not assign, transfer or sell all or any part of its rights or obligations hereunder, by operation of law or otherwise, without the prior written consent of SWWC.
- f. **Severability and Interpretation.** In the event that a provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions shall nonetheless be enforced in accordance with their terms. Further, in the event that any provision is held to be overbroad as written, such provision shall be deemed amended to narrow its application to the extent necessary to make the provision enforceable according to applicable law and shall be enforced as amended.
- g. **LIMITATION OF REMEDY.** SWWC SHALL HAVE NO LIABILITY TO ANY PERSON FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY DESCRIPTION, WHETHER ARISING OUT OF WARRANTY OR OTHER CONTRACT, NEGLIGENCE OR OTHER TORT, OR OTHERWISE.

IN WITNESS WHEREOF, the parties have executed this Agreement in the manner appropriate to each to be effective the day and year entered on the first page hereof.

By signing below, the parties agree to be bound by the terms and conditions set out in the membership agreement, along with the addenda, which are effective on the date of the last signature (the "Effective Date"). The parties consent and agree that this Agreement may be electronically signed. The parties agree the electronic signatures appearing on this Agreement are the same as hand-written signatures for purposes of validity, enforceability, and admissibility.

SC MEMBER

SWWC SERVICE COOPERATIVE

BY: _____
Authorized Signature

BY: _____
Authorized Signature

ADDENDUM A
TO MEMBERSHIP AGREEMENT
ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAM
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. SWWC is engaged in providing consultation and coordination of services related to the management of environmental health and safety concerns for Members.
2. SWWC agrees to facilitate an Environmental/Occupational Health and Safety Management Program, referred to herein as "E/OHSMP". Said program will be provided by IEA, Inc., 9201 W. Broadway #600, Brooklyn Park, MN 55445.
3. **Included General Services.** The E/OHSMP "General Services" provided by SWWC through IEA can be found at the following website: www.swwc.org/EOHS.
4. **Rate per visit; Annual Fee.** The Member agrees to pay annually a fee equal to the rate per visit (\$822.00) multiplied by the number of visits required by the Member in the most recent fiscal year ("Annual Fee").

The Annual Fee for 2025-26 will be:

\$5,754.00

5. **Term; Payment.** Notwithstanding any provision in the Membership Agreement to the contrary, E/OHSMP General and No-cost Services will be provided to and paid for by the Member for a Term of one year (1 year), commencing as of the Effective Date of the Membership Agreement. The Annual Fee due hereunder shall be payable in three installments on or before July 30, October 15, and February 15 of each fiscal year. This agreement may be terminated for proper cause by either party for any reason upon ninety (90) days written notice to the other party.
6. **Hold Harmless.** That Member recognizes that IEA is solely responsible for the performance of the E/OHSMP. It recognizes that SWWC merely acts as a financial intermediary and has no voice in, and does not exercise control over the manner in which IEA performs its services. Therefore, to the fullest extent permitted by law, the Member agrees to hold harmless SWWC, as well as IEA agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees arising out of or resulting from the performance of IEA's services and to look solely to IEA for redress.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM B
TO MEMBERSHIP AGREEMENT
HEALTH AND SAFETY MANAGEMENT ASSISTANCE SERVICES
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** SWWC is engaged in providing consultation and coordination of Health and Safety Management Assistance Services related to the management of environmental health and safety concerns for Members; and the Member hereby subscribes to such services. These services are subject to change and may include:
 - Assisting the Member in identifying and prioritizing health and safety plans and programs.
 - Conducting on-site management assistance work during a minimum of one site visit to the Member site per fiscal year if total square footage is less than 140,000; or a minimum of two site visits to the Member site per fiscal year if the total square footage is greater than or equal to 140,000.
 - Working with the Minnesota Department of Education and other Service Cooperatives in the development of future health and safety workshops, meetings, etc.
 - Directing communication with Minnesota Department of Education.
 - Interpreting mandatory requirements from the Minnesota Department of Education.
 - Assisting in the completion of mandatory reports.
 - Providing personalized service such as summarizing communications (mass emails, etc.) to the Member, drawing attention to what it needs to attend or complete.
 - Assisting in determinations of what is allowable under Long-Term Facility Maintenance (LTFM) funding.
 - Assisting in the coding of LTFM expenditures.
 - Providing interpretations of regulatory agencies.
 - Conducting a mock OSHA building walk through.
 - Assisting in “Machine Guarding”.
2. **Annual Fee.** In consideration for the services described at Section 1 to this Addendum, the Member agrees to pay to SWWC an “Annual Fee” to be calculated as follows:

$$129,943 \text{ square feet} \times \$0.01/\text{square foot} = \underline{\$1,299.43}$$

The Annual Fee shall be payable in one installment in accordance with the provisions of the Membership Agreement.

3. **Type III Vehicle Training – Additional Cost.** At the Member’s election, SWWC also facilitates an on-line Type III vehicle training course. This additional service is offered to the Member at an additional cost, calculated on a per driver basis. Additional information for this service can be found at www.swwc.org/TypeIII.
4. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM C
TO MEMBERSHIP AGREEMENT
REGIONAL MANAGEMENT INFORMATION CENTER (“RMIC”)
2025-26
Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member hereby subscribes to the Regional Management Information Center Services (“RMIC Services”) pursuant to the terms of the Membership Agreement and this Addendum. The RMIC Services to be provided by SWWC may include finance, payroll, and student administrative support services as outlined below.

2. **Business/SMART SYSTEMS Services; Fees.**

- a. **Fixed Operations, License & Workshop.** Fixed Operations, License & Workshop includes the overall fixed operations costs, SMART SYSTEMS software licenses, subscription and SMART SYSTEMS Trainings. New employee SMART SYSTEMS training will be provided virtually or at the SWWC Office.
- b. **Software Support/Development Assessment.** Members using SMART SYSTEMS software cooperatively finance the needed support to insure reliable software and to provide required and requested enhancements. Software Support/Development Assistance includes all software releases and upgrades for SMART SYSTEMS.
- c. **SMART SYSTEMS Support & Business Services.** The SMART SYSTEMS Support & Business Services offsets the cost of staff time used to support the SMART SYSTEMS software and Business Services, and includes overall SMART SYSTEMS, UFARS, and payroll assistance (email and phone support, UFARS edits, submissions, account code conversions, payroll adjustments, reporting for retirement, quarterly reports, STAR Reporting, W-2 processing, fiscal year-end (“FYE”) reporting, etc.). This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member’s student enrollment.
- d. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:
 - i. Emergency services, training, and additional accounting and payroll/HR services not covered in basic fee will be charged at \$100.00 per hour (billed in one-half hour increments) when provided at the Member’s district office, plus the IRS mileage rate; or will be charged \$85.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.
 - ii. Small Group Training – \$140.00/half day and \$250.00/full day.
 - iii. ACA Electronic Filing will be billed at \$285.00 for Original 1094/1095 B & C Forms and \$285.00 each for Amended 1094/1095 B & C Forms.
 - iv. Time Tracker: Fixed fee \$625 per district plus \$12/employee and \$8/sub if under 100 licenses, \$9/employee and \$6/sub if over 100 licenses. Leave only subscriptions are a minimum fee of \$1,000.
- e. **Business/SMART SYSTEMS Services Worksheet:** If applicable, the Member’s Business/SMART Systems service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE:	<u>\$4,050.00</u>
ii. SOFTWARE SUPPORT/DEVELOPMENT ASSESSMENT:	
<u>552 @ \$10.25</u> per student =	<u>\$5,658.00</u>
iii. SMART SYSTEMS SUPPORT & SERVICES FEE:	
<u>552 @ \$4.50</u> per student =	<u>\$2,484.00</u>

3. **Business UFARS Support Services without access to SMART Systems; Fees.**

- a. The Finance UFARS Support & Business Services offsets the cost of staff time used to provide support and includes overall UFARS and general finance assistance (email support, phone support, fiscal year-end (“FYE”) workshop and materials. This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member’s student enrollment.

b. **Business Services Worksheet:** If applicable, the fees shall be calculated as set forth below.

i. FINANCE UFARS SUPPORT WITHOUT ACCESS TO SMART SYSTEM

552 @ \$0.00 per student = \$0.00

4. **MARSS/Other Revenue Reporting Services; Fees.**

a. **Fixed Operations, Training & Workshop.** Fixed Operations, Training & Workshop covers the overall fixed operations costs and membership and includes attendance at MARSS Trainings.

b. **MARSS/Other Revenue Reporting and Services.** MARSS/Other Revenue Reporting and Service offsets the cost of staff time used to support the Member with multiple submissions of FYE (June 30) and Fall semester MARSS data (phone support, codes and procedures, MARSS edits, submissions, etc.), and includes training and support of the MARSS Web Edit Program which is used at the district level for editing and reporting of local MARSS data.

c. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:

i. Paper and postage will be billed at cost.

ii. MARSS training and emergency services not covered in basic fee will be charged or \$100.00 per hour (billed in one-half hour increments) when provided at the Member's district office, plus the IRS mileage rate; or will be charged \$85.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.

iii. Small Group Training - \$140.00/half day and \$250.00/full day.

d. **MARSS/Other Revenue Reporting Worksheet.** If applicable, the Member's MARSS/Other Revenue Reporting service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE: \$1,550.00

ii. MARSS/OTHER REVENUE REPORTING SUPPORT & SERVICE FEE:

552 @ \$0.825 per student = \$455.40

5. **Extended Services; Fees.** In addition to the aforementioned services, the Member has chosen to subscribe, and SWWC agrees to perform those extended business services as per negotiated agreement (RMIC Exhibit A) with the Director of Business Services. The fees for such Extended Services may change from year to year at the discretion of the SWWC Board of Directors. The provision of the Extended Services shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to Extended Services on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term. During the Initial Term of the Membership Agreement, the total fee for the Extended Services shall be:

0 @ \$500.00 per day = \$0.00

6. **Annual Fee; Payment.** In consideration for SWWC's RMIC Services as set forth in this Addendum D, the Member agrees to pay an annual fee to SWWC in the amount outlined below. Notwithstanding and provision in the Membership Agreement to the contrary, the Annual Fee (excluding Extended Services) due pursuant to this Addendum shall be payable in three installments during each Term, with one installment becoming due and payable on or before each of the following dates: July 30, October 15, and February 15. Extended Services shall be paid in monthly installments.

The total cost of RMIC Services for July 1, 2025 through June 30, 2026 is as follows:

Business/SMART SYSTEMS Services (3 installments)	\$12,192.00
Business UFARS Support Services w/out access to SMART Systems (3 installments) . . .	\$0.00
MARSS/Other Revenue Reporting Services (3 installments)	\$2,005.40
Extended Services Subscription (12 installments)	\$0.00
<u>TOTAL CONTRACTED RMIC SERVICES.</u>	<u>\$14,197.40</u>

- 7. **Term; Automatic Renewal; Timeline for Withdrawal from RMIC Services.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties’ obligations pursuant to this Addendum shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months.
- 8. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM D
TO MEMBERSHIP AGREEMENT
TECHNOLOGY SERVICES
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Description of Services.** SWWC is engaged in providing certain technology services listed below to its members at the rates listed below.

a. **Technology Services for Members with NO CONTRACT.**

Non-Contracting Entity:	Technology Service:	\$105.75/Hour
	After Hours Support:	\$131.25/Hour
	On-site Training Fee:	\$211.50/Hour
	Cybersecurity Services:	\$296.00/Hour

Note: Round Trip Mileage will be charged at the current IRS rate.

Round Trip Windshield Time will be assessed at the daily rate.

After-hours support shall be any support provided outside of normal support hours (7:00 a.m. to 5:00 p.m. Monday through Friday) or on an SWWC observed holiday.

Participant capacity for on-site training may be restricted depending on the type of training being provided. Capacity will be determined when training is scheduled.

b. **Basic Technology Services.**

- i. A Member subscribing to SWWC's Basic Technology Services shall be entitled to:

1. Access to SWWC's basic technology services for any employee of the Member.
2. Access to SWWC technology support and integration at discounted rates (discounted rate is dependent on the Member's contract level), including:
 - Phone support and assessment (additional charges for extended remote support (more than 10 combined minutes per incident) or remote access and site visit support)
 - Development of purchasing specifications for equipment and software
 - Discount pricing for Technology Days as defined below:
 - Discounted admission to technology workshops and presentations
 - Discounted admission rates for SWWC technology conferences
 - Free or discounted fees for SWWC sponsored training sessions
3. Discounted pricing (2% or higher discount) on SWWC Technology Coordinated Consortium Purchase Programs.
4. Complimentary enrollment and participation in SWWC's BrightBytes Clarity or Modern Learning offering technology evaluation and assessment toolset. Additional fees may apply for professional development, individualized analysis and trainings that may compliment the Clarity tools.

ii. **Basic Technology Service Fee.**

Enrollment less than 501	\$985.00	Enrollment Over 3,000	\$3,230.00
Enrollment 501 to 1,000	\$1,815.00	CCOGA less than 26 employees	\$260.00
Enrollment 1,001 to 2,000	\$2,290.00	CCOGA with 26 or more employees	\$420.00
Enrollment 2,001 to 3,000	\$2,970.00		

- c. **Supplemental Technology Support and Integration Services.** The Member may add the following Supplemental Technology Support and Integration Services to its Technology subscription. Such services will entitle the Member to on-site or remote support of network equipment and software (including installations and updates), as well as general assistance to the Member's current technology leadership and team. The Member will incur additional costs for each service listed below; the additional cost will be billed according to the Member's Technology Service Rate.

i. **Supplemental Technology Support and Integration Services (On-Call Services) Fees.**

1. A Member subscribing to SWWC's Basic Technology Services will further be entitled to receipt of on-call services at the following rates:

Technology Service:	\$95.25/Hour
On-site Training Fee:	\$156.50/Hour
Cybersecurity Services:	\$196.00/Hour
After Hours Support:	Billed at normal hourly rate

2. The following additional charges or restrictions may apply:

- Round Trip Mileage will be charged at the current IRS rate;
- After Hours Support shall be billed at the Member's normal hourly rate;
- Round Trip Windshield Time will be assessed at the daily rate;
- Participant capacity for on-site training may be restricted depending on type of training being provided; capacity will be determined when training is scheduled.

- ii. **Supplemental Technology Support and Integration Services "Block Hours".** A district or entity may purchase block hours at discounted pricing to be utilized on a monthly basis. Block Hours must be used each month and may be carried over one subsequent month. If Block Hours are not used within the following month, they will be forfeited without refund. The following costs, restrictions and stipulations apply to the Member's purchase of Block Hours:

1. A Basic Technology Services Contract is required in order to receive this pricing.
2. Additional Onsite Trainings will be charged at the rate of \$156.50/hour.
3. Additional Technology Service Hours will be charged at the rate of \$95.25/hour.
4. Block Hour Service Fees:

- 1 day per month block

○ 12 Month Tech Support or Integration Option	\$9,360 / year
○ 9 Month Tech Integration Option	\$7,272 / year
- 2 days per month block

○ 12 Month Tech Support or Integration Option	\$17,904 / year
○ 9 Month Tech Integration Option	\$14,040 / year

5. Round Trip Mileage is included in the contract rate.

6. 9 Month options are for Technology Integration services only and days must be scheduled between September 1 and May 31 of the contract year.

- d. **Technology Coordination or Integration Services.** A district or entity may contract with SWWC for Technology Coordination and Integration Services at dramatically reduced rates from the on-call Technology Services. The days reflected in this contract shall be scheduled upon contract execution or July 1 of the contract year, whichever is later. Contracted days do not count as on-call days. The days contracted must be scheduled for usage on a regular basis. On-call visits or remote support will be billed out at the normal Contracting Entity On-Call Technology Service rate in addition to the actual contract amount, as needed. On contracts of (3) days per week or more, Members may elect to stack technology coordination and integration services into a single contract. Scheduling of substituted days must be arranged prior upon the establishment of the contract term and substitution must occur in a consistent format to accommodate staffing.

- i. Onsite Training will be charged at the rate of \$156.50/hour.
- ii. Additional technology service hours will be charged at the daily rate that corresponds with the selected contract level.
- iii. **Technology Coordinator and Integration Services Fees.** *This service is inclusive of Basic Technology Services; Basic Technology Service Subscription Fee Waived. (Daily rates are provided for comparison purposes only; actual monthly billing will be 1/12th of annual contract.)*

12-Month Contract Rates

- | | |
|-------------------|--|
| • 1 Day per week | \$735.00/day = \$38,220 annual contract |
| • 2 Days per week | \$690.00/day = \$71,760 annual contract |
| • 3 Days per week | \$645.00/day = \$100,620 annual contract |
| • 4 Days per week | \$622.00/day = \$129,376 annual contract |

9-Month Contract Rates

- | | |
|-------------------|---|
| • 1 Day per week | \$775.00/day = \$31,000 annual contract |
| • 2 Days per week | \$735.00/day = \$58,800 annual contract |

- 3 Days per week \$696.00/day = \$83,520 annual contract
- 4 Days per week \$656.00/day = \$104,960 annual contract

Note: These rates include Round Trip mileage from SWWC to Technology Office Location at district. Mileage charges apply at the IRS rate for additional travel performed on district business.

e. Full-Time Technology Coordinator Services.

- i. Full-time Technology Coordination Services will place a full-time equivalency of SWWC technology service employees in a district or entity on a full-time basis. Holidays, sick and annual leave time, and professional development will be observed by the Member as a part of this agreement. Substitute Technology staff members may be provided at the discretion of the Member and SWWC. Entities entering into a full-time agreement for the first time must commit to a 3-year agreement as the initial term; the 3-year commitment discount will be applied during this initial term.
- ii. The rate listed below includes Round Trip Mileage from SWWC to Technology Office Location at the District. Mileage charges apply at the IRS rate for additional travel performed on district business.
- iii. The Member shall remain responsible for data retention and backups on days that the SWWC Employee is not on-site.

iv. Services Fees.

1. The “Base Fee” for Full-Time Technology Coordinator or Integration Services shall be:

\$128,028.00 per year

2. On-site training days may be purchased at \$156.50 per hour. Participant capacity for on-site training may be restricted depending on the type of training being provided. Capacity will be determined when training is scheduled.
3. **3-year Full Time Technology Coordinator Service Commitment Discount.** Members that enter into a three 3-year commitment for Full-time Technology Coordination will receive a 3% discount on such services for each of the three (3) years.
4. Full-Time contracts may be split between two neighboring Members or entities. A splitting fee will be assessed to each contracting entity when sharing a full-time contract. Contract splitting fees cover travel and administrative expenses associated with covering multiple Member. Split Contracts may not exceed a total of 5 days per week; additional days added to a full-time contract are subject to the rates associated with the additional service level.

Full Time Contract Splitting Fees: *80/20 Split Contract:* \$1,055.00 per entity

60/40 Split Contract: \$2,110.00 per entity

5. Full-Time contracts may be split between Technology Coordination/Support and Tech Integration. A splitting fee will be assessed to the Member when splitting between Technology Coordination/Support and Tech Integration.

Full Time Contract Splitting Fees: *80/20 Split Contract:* \$1,680.00 per entity

60/40 Split Contract: \$3,360.00 per entity

6. Additional Day Fees, for contracts totaling more than 5 days per week (fee will be divided based on contract assignment for contracts split among two districts): each additional day: \$1,300.00.

f. Comprehensive Cyber Security

i. Description of Services (the “Services”).

1. The core purposes of the Services are to: (1) mitigate cyber threats, (2) coordination of cyber incident response, when necessary, (3) assist the Member Agency’s technology department’s in protecting the Member’s digital resources, and (4) providing guidance and assistance in cybersecurity to the Member.
2. SC will perform annual security assessments and SC will use the annual security assessments to provide the Services. The annual security assessment will identify components in the Member’s organization that needs to be addressed to optimize security.
3. In the 1st year of the Term (as that is defined in this Agreement), SC shall perform the following:
 - Service entry SC L1 security assessment for the Member within the first 3 months of the Effective Date.

- A SC L2 security assessment between 6 months and 1 year following the initial SC L1 security assessment.
 - A minimum of 2 scans of the Member's internal and external networks will be performed to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
 - Firewall configuration security review.
 - Cybersecurity procedural review.
 - Development of baseline cybersecurity policy and procedure templates and guidance in implementing policies at Member district.
4. In years 2 through 5 of the Term, SC shall perform the following:
- 1 SC L3 security assessment.
 - Quarterly scans of the Member's internal and external networks to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
 - Firewall configuration security review.
 - Procedural reviews to analyze current practices that may impact cybersecurity mitigation.
 - Development of cybersecurity policy and procedure templates.
 - Development and assistance in implementation of information security templates.
 - Monitoring and coordinating with Member technology department/teams to ensure the proper application of key operating system application, and system patching.
 - Development and monitoring of system lifecycles to ensure Member is eliminating the use of products and systems deemed to be obsolete.
 - Development of model policies that can be implemented by Member.
 - Develop and assist Member in implementation of a "Zero Trust" security architecture. The "Zero Trust" security architecture policies and procedures will be based on the premises that no individual or device, whether internal or external, should be trusted. The "Zero Trust" security architecture will be based on role-based permissions (defined based on network access role-based permissions) and the least amount of access possible that is necessary to complete an individual's job functions to ensure the appropriate access level.
 - Development of security continuity plan templates for Member to customize and implement.
 - Inventory management processes that include: assessment or guidance on the processes and policies for the effective implementation of physical inventory practices and development of templates and assistance in implementing equipment lifecycle management systems.
 - Development of templates and assistance in implementation of data lifecycle management procedures that include: data inventory and mapping, security clearances, data transmission and flow, and review of data destruction processes.
 - Threat monitoring and logging that includes: automatic vulnerability scanning when threats relevant to Member's environment are identified and utilize the Department of Homeland Security and Multistate-I Information Sharing and Analysis Center (MS-ISAC) resources for monitoring and resources.
 - Cyber incident response assistance that includes coordination or response efforts should a cybersecurity event occur and includes the following: providing initial analysis and threat assessment of Member's situation and aid in coordinating an effective and organized response to mitigate further exposure as a result of the incident. SC's response assistance does not replace the cyber forensics response or investigation that may be required by a cyber-liability insurer.
 - Development and assistance in implementing backup and disaster recovery practices that provide effective mitigation practices for cyber events.

- Research, development, and evaluation of services to ensure Member's is on the forefront of cybersecurity.
 - Additional services may be added to this Agreement and added services may require added fees. Any additional services must be agreed to in a writing signed by both Parties.
5. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2027.
6. **Services Fees.** The full annual rate will be calculated annually based on the enrollment utilized in all SWWC contracts based on prior year enrollments reported to the Department of Education. All base and per-student fees used to calculate the annual rate for the Term shall remain the same for the full Term unless any additional services are added pursuant to this Agreement. There may be up to 3 discounts that apply to the annual rate. The 3 stackable discounts are whether the Member is a SC member (\$2,860 off the base rate and \$.50 off per student), a SC technology subscriber (\$1,220 off the base rate and \$0.45 off per student), a user of SC technology services of at least 1 day per week (\$2,450 off the base rate and \$0.80 off per student), and a member of the SWWC Wide Area Network Consortium (\$1,400 off the base rate and \$5.15 off per student). Applied discounts to the annual rate shall be applied annually based on Member's membership and subscribed service participation in each applicable fiscal year. Should SC lower its base or per-student pricing for this service in any of the 5 years of the contractual term, the Member shall receive the service at the lower annual rate.

This agreement will be Year 4 of 5 in 2025-2026. Pricing for 2025-26 is locked in at 2022-2023 rates for this service.

Comprehensive Cybersecurity Service contract rates for 5-year contracts established on July 1, 2025 and ending on June 30, 2030.

	Base Rate	Per Student
Non-Member	\$10,825.00	\$14.75
SWWC Member	\$7,965.00	\$14.25
SWWC Technology Subscriber	\$6,745.00	\$13.80
SWWC Technology Services Snap-in	\$4,295.00	\$13.00

A detailed multi-year Comprehensive Cybersecurity Service Contract will be provided to the District for review and acceptance upon indicating that the District desires to enter into a contractual relationship for the stated services.

g. **E-Rate Coordination Services.**

- i. The Member may additionally subscribe to SWWC's E-Rate Coordination Services. Such services include the coordination and filing of E-Rate applications and forms to the Federal Communications Commission ("FCC") and the Universal Service Administrative Company's ("USAC") School and Libraries Division ("SLD"). SWWC's E-Rate staff will work with the Member's staff to collect all data necessary to perform the filings.
- ii. **Special Term.** Notwithstanding any provisions in this Addendum or the Membership Agreement to the contrary, the term of any E-Rate Coordination Services subscription shall be equal to one Funding Year (as defined by the FCC and the Universal Service Administration Company). Participation in E-Rate services requires the school's commitment to a 5-year term aligned to the FCC E-Rate program's 5-year Category 2 Budget Cycle. The Current 5-year budget cycle covers E-Rate Fund Year 2026 (Fiscal Year 2027) through Fund year 2030 (Fiscal Year 2031). A contract signed for E-Rate Services covering Fiscal Year 2025-2026 will cover the work required to manage E-Rate Fund Year 2026. A Member that enters a 5-year E-Rate services term in the Fiscal Year 2025-26 contract cycle for Fund Year 2026-2030, will be assessed the same annual rate during each of the 5 years in the Category 2 Budget Cycle. Members subscribing to E-Rate Coordination Services during years following Fiscal Year 2025-26 shall, in the first year of the service, be assessed for each preceding Fund Year in the Category 2 Budget cycle.

iii. **Services Fees.**

1. Continuation Rates – Standard Rate E-Rate Coordination for Member District with a Fund Year 2026-2030 contract in place during 2025-26:

Enrollment less than 301	\$1,380 annual contract
Enrollment 301 to 700	\$2,340 annual contract
Enrollment 701 to 2,000	\$3,420 annual contract
Enrollment 2,001 to 4,500	\$4,380 annual contract
Enrollment over 4,501	Custom Member Pricing

2. Associate Member Continuation Rates – Standard Rate E-Rate Coordination for Associate Member District with a Fund Year 2026-2030 contract in place during 2025-26:

Enrollment less than 301	\$1,656 annual contract
Enrollment 301 to 700	\$2,808 annual contract
Enrollment 701 to 2,000	\$4,104 annual contract
Enrollment 2,001 to 4,500	\$5,256 annual contract
Enrollment 4,501 to 7,000	\$6,408 annual contract
Enrollment 7,001 to 10,000	\$7,560 annual contract
Enrollment 10,001 to 15,000	\$8,712 annual contract
Enrollment 15,001 to 25,000	\$9,864 annual contract
Enrollment over 25,001	Custom Pricing

3. Contract includes assistance in the research, development, evaluation assistance, and other activities pertaining to requests for proposals (RFP) and appeals, when necessary.
- iv. **Current Funding Year.** This Addendum covers all activities pertaining to the E-Rate Funding Year 2026, starting July 1, 2026, through June 30, 2027. The application process will begin in the fall of 2025. Activities pertaining to previous and future funding years falling within the term date of this contract will require a separate contract for the corresponding funding year.
- v. Letters of Agency and other contractual documents for E-Rate specific purposes will contain additional regulatory and program rule conditions and contractual language to which SWWC and the Member shall mutually agree.
- vi. **SC Duties.** SWWC's duties with regard to E-Rate Coordination Services include:
1. Track and assist in the submission all E-Rate related forms for the Member.
 2. Meet with appropriate Member personnel to determine proper submission process and eligibilities for district.
 3. Assure all applications and forms submission meet processing standards and submission deadlines.
 4. Assist in assuring that the Member meets requirements for E-Rate eligibility including but not limited to the Children's Internet Protection Act ("CIPA") and records retention.
 5. Assist the Member in maintaining duplicate records on behalf of district for up to 10 years as required by the SLD. Member is ultimately responsible for maintaining archived records of all E-Rate related communications for 5 years following the end of any contract receiving E-Rate funding.
 6. Coordinate with service providers for the appropriate application of E-Rate discounts.
- vii. SWWC does not guarantee that applications submitted by its staff or clients will necessarily result in funding commitments given the ever-changing rules and their interpretations by the staff of the FCC's Schools and Libraries Division ("SLD"). SWWC shall not be held responsible in the incident that a funding request is not successful or goes under Privacy Impact Assessment review or audit with the SLD or FCC.
- viii. **IMPORTANT:** *E-Rate coordination services do not relinquish the responsibility from the Member to adhere to the program rules and laws placed on the E-Rate program by USAC, the FCC or any other governing agency. SWWC shall under no circumstance be legally or financially responsible for requested or committed funding that is denied or rescinded by USAC or the FCC. The Member is solely responsible for ensuring that all local bid and contract requirements are met by their district when establishing agreements with vendors for E-Rate funded services.*

h. **Student Data Privacy Program.**

- i. Definitions.
1. Technology Provider - established in Minnesota Statute 13.32.subd.1.g. and defines a provider of systems or solutions utilized in a school district as a part of a one-to-one deployment or otherwise that create, receive or maintain education data. Technology providers can be in the form of hardware, software, apps, extensions, plugins, websites, and other solutions that may result in the creation, processing, or maintenance of education data.
 2. Approved Technology Provider – A Technology Provider that has been vetted and determined to be in compliance with the statutory requirements of the Minnesota Student Data Privacy Law as defined within Minnesota Statute 13.32.
- ii. A Member subscribing to SWWC's Student Data Privacy Program shall be entitled to the following.

1. SWWC shall provide to the Member access to the SWWC Data Privacy Program. The Program will provide the Member with several services and functions that will include the assembly of a “Technology Provider” inventory. The listing included in this agreement may not be comprehensive as the Program continues to develop and mature.
2. The Program shall provide a service, that when appropriately implemented by the Member, will provide solutions allowing the Member to develop the materials necessary to provide parents and students with annual notifications of Technology Providers in use within the Member school system.
3. SWWC shall provide through its Clearinghouse approval statuses of Member Technology Providers that are discovered both through automated and manual processes.
4. The Member understands that the status of Technology Providers in the Clearinghouse is determined by assessing the provider against requirements of Minnesota State Law, and the Clearinghouse determined status of products applies universally to all school districts participating in the SWWC Data Privacy Program. SWWC shall hold a contract on behalf of the Member to fulfill the contractual obligations of this agreement. The cost of the 3rd party service is covered by the costs associated with this agreement.
 - The Member shall be provided with access to automated “Technology Provider” discovery tools provided by a 3rd party service provider
 - The Member will have access to a Technology Provider Inventory of approved Technology Providers that have been identified as being in use in their schools.
 - SWWC will provide Member with the ability to view lists of those Technology Providers found to be in use in their schools that are not currently approved.
5. Data Privacy Agreements will be obtained from Technology Providers for the SWWC Data Privacy Program. Upon finalization of Data Privacy Agreements with Technology Providers, a fully executed copy of the agreement will be made available through the Clearinghouse and attached to the records available through to the Member and through their Technology Provider Inventory listing.
 - The Member confirms that as a Minnesota School District, it is expressly authorizing SWWC Service Cooperative, a public agency defined as Independent School District 991, a statutorily defined joint powers organization under Minnesota Statute 123A.21, to negotiate and execute Data Privacy Agreements on the Member’s behalf, and the Member shall recognize the Data Privacy Agreement as Amendment E to its contract with the defined Technology Provider.
 - SWWC will not, unless expressly authorized to do so under a separate contractual agreement, enter into any agreement that commits the Member to any financial obligation to a Technology Provider.

iii. In consideration of services covered by this agreement.

1. SWWC will, in good faith, evaluate Technology Provider contracts which may consist of their Terms and Conditions, End User License Agreement, Privacy Policy, Data Privacy Agreement, and other documentation provided by the Technology Provider to provide evidence of their compliance with the Minnesota Student Data Privacy Law.
 - SWWC shall not be responsible for any errors or omissions in the assessment of a Technology Provider’s compliance.
 - SWWC shall not be responsible for any documentation or statements provided by a Technology Provider to make these determinations.
2. Member District shall review all Technology Provider records identified as being in use in its schools.
 - Member District shall notify SWWC of any known Technology Providers not listed as being in use to have them manually added to the Member District’s inventory.
 - Member District shall notify SWWC of any Technology Providers identified as being in use, but not authorized for use in its schools that should be removed from the Member District’s inventory.
 - Member District is completely responsible for the timely direct annual communication to parents and students as required by law.

3. Through participation in the SWWC Data Privacy Program, SWWC and Member District will be working collaboratively and in good faith to perform due diligence in the evaluation and vetting of Technology Providers. Member District acknowledges that it is ultimately responsible for the accuracy of data representing its schools and ensuring that the requirements of the Minnesota Student Data Privacy Law are satisfied for Member District's schools.
- iv. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
 - v. **Services Fees.** The "Base Fee" for Student Data Privacy Program shall be \$2,200 per school district per year and the per student fee is \$.75 per student per year. Pro-rated pricing for services beginning after July 1st is not available.
- i. **Email Security Service.**
 - i. In consideration of services covered by this agreement.
 1. Services are compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on-premises, and SMTP based Email systems.
 2. Email Security service provides Spam Detection (99.7% effectiveness), advanced multi-layer malware detection, security message delivery, message tracking, virus outbreak response service, email data loss prevention, content disarm and reconstruction, URL click protection, impersonation analysis, cloud sandboxing.
 3. For Microsoft 365 mailboxes, the following features are included in the service: Realtime scanning of mailboxes for existing or newly discovered threats already delivered to an inbox. Post-delivery "clawback" of newly discovered email threats allowing the service or administrators to remove identified threats already delivered to the inbox.
 4. Integration with LDAP is available. The Member is responsible for the setup and provision of domain access credentials for setup of the LDAP service.
 5. Members that begin services after July 1 will receive pro-rated billing for the services based on the actual start date, but no more than 50% of the full annual service fee.
 6. SWWC will perform Email Account Audits periodically to verify the number of email accounts that the Member has in their filtered domain(s) and contact the Member to verify numbers.
 7. The Member is responsible for making minor changes to the DNS records as provided by SWWC, if SWWC does not host the Member's DNS, for the domains to be filtered. SWWC shall be held harmless of issues with DNS records not held by SWWC.
 - ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.
 - iii. **Services Fees.** The annual service fee for this service is \$6.55 per email account per year. An additional one-time setup fee of \$50.00 will be assessed upon initial start of service. The setup fee will be waived for SWWC WAN Participants.
 - j. **Email Archiving Service.**
 - i. In consideration of services covered by this agreement.
 1. The Member may subscribe to Level 1 or Level Services, but not both. The Service is compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on premises.
 2. The number of email accounts for which the Services are provided shall be calculated annually based upon the actual number of active email accounts on the email server being archived. Inactive accounts (*i.e.*, former employee accounts) shall continue to be retained according to the Service Level retention schedules attached hereto as Exhibit A, however those accounts shall no longer be counted in the annual billing as so long as the email account was inactive for the entire period of July 1 through June 30 of the billing year.
 3. Emails retained and archived by SWWC under this Agreement will be stored in a database referred to as the "Email Archive". Access to the Email Archive shall be restricted to up to two administrators designated by the Member; one administrator must be the Member's technology administrator.

4. Member administrators may create legal holds on data within the Email Archive by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
5. Services provided by SWWC shall provide the Member with an email archival system capable of meeting generally acceptable data retention requirements. The Member acknowledges that the Member is fully responsible for the Member's email archiving and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly selected by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's email archiving and document retention policies, or local, state or federal laws.
6. SWWC shall perform backups of any data stored within the Email Archive. In the event of a failure of the Email Archive or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore archival databases. Upon restoration of the archival system Member data may still be archived if the Member's email system is properly equipped and configured to maintain journaling or archival logs for such purposes. The Member acknowledges that it is the Member's responsibility and obligation to ensure that its email server is properly configured to allow for archival of emails during any disruption in Services.
7. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to archive email and other data in real-time and a delay in archival communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be archived during prolonged communication issues.
8. SWWC will perform audits of the Member's email accounts Audits periodically to verify the number of email accounts that a Member has in their archived domain(s) and contact the Member to verify numbers.
9. If SWWC does not host the Member's email server, the Member shall be responsible for making changes, alterations and updates to the Member's email server as directed by SWWC.
10. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
11. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to the Member's administrators for an additional cost.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.**

1. Level 1: Service levels for staff email accounts. Student email archiving provided at no additional charge.
 - Three-year email retention for staff accounts at \$8.50 per staff email account.
 - Five-year email retention for staff accounts at \$10.00 per staff email account.
2. Level 2: Service levels for student email accounts.
 - One-year email retention for student accounts at \$3.00 per student email account.
 - Three-year email retention for student accounts at \$5.00 per student email account.

k. **Secured Remote Backup Service.**

- i. In consideration of services covered by this agreement.

1. The total amount of data for which the Services are provided shall be calculated annually based upon the actual capacity consumed by the data being backed up. Data capacity consumed will be based on the amount of data utilized during the peak utilization during the fiscal year to allow for SWWC to appropriately provide data capacity sufficient to cover peak utilization for all participating entities in this service.
2. Data backups will be performed directly from the Member's servers to either the SWWC data center in Windom or Marshall, Minnesota. Replication of the Member's backed up data shall then take place to the SWWC data center that is not the primary data backup site for the Member. Access to data backups shall be restricted only to qualified and trained technology support personnel as defined by the Member.
3. The Member shall set versioning requirements, retention policies and identify server logical hard disks which will be included in offsite backups. The Member's requests will directly impact the overall amount of data being consumed in this service and therefore directly impacting the billable amount that SWWC shall invoice to the Member.
4. Pursuant to applicable data retention laws, the Member, its agents, employees and administrators are prohibited from deleting any information from the data backups that is being vaulted for purposes of investigations or data requests by investigative entities or entities having jurisdiction.
5. Member administrators may create legal holds on data within the data backups by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
6. Services provided by SWWC shall provide the Member with a data backup solution capable of meeting offsite, disaster recovery compliant standards. The Member acknowledges that the Member is fully responsible for the Member's data backup and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly identified by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's data backup and retention policies, or local, state or federal laws.
7. SWWC shall perform backups of any data stored within identified servers in the Member. In the event of a failure of the Data Backup System or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore hardware related to this service. Upon restoration of the data backup system the Member data may still be backed up to the offsite service if unless already deleted from the Member's servers.
8. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to backup data in real-time and a delay in data backup communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be backed up during prolonged communication issues.
9. SWWC will perform audits of the Member's data backup utilization periodically to verify the backup space requirements and retention policies that the Member has identified are being met and that appropriate storage space will continue to be available on SWWC equipment to provide continual backup services.
10. If SWWC does not host the Member's servers, the Member shall be responsible for making changes, alterations and updates to the Member's servers as directed by SWWC in order to prepare for and install any software required for SWWC to provide Data Backup Services to the Member. The Member may elect to contract with SWWC to provide installation support on the Member's equipment for the provision of this service, in which case the Member will be billed on an hourly basis based on the Member's hourly subscription rate for SWWC Technology Services.
11. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and

all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.

12. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to Member administrators for an additional cost.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** \$920.00 annually for first 500 GB of space consumed by the Member's backup files. \$100.00 annually for each additional 100 GB of space by Member's backup files beyond initial 500 GB.

1. SWWC Technology Solutions representatives and Member designated staff shall establish a customized service level agreement for the Member's backups including:
 - Servers and/or end-user equipment and the corresponding drives to be backed up on those devices.
 - Full and incremental backup strategy for server and computer files.
 - Number of backup versions retained for individual backups.
 - Retention of backups under special circumstances.
2. The Member defined service level may result in a higher annual fee for additional backup storage space necessary to retain the number of versions or special retention schedules.

l. **Website ADA Accessibility and Usability Support with Siteimprove.**

i. In consideration of services covered by this agreement.

1. The Member hereby agrees to purchase, and SWWC agrees to provide, participation in services through a cooperatively purchased subscription to Siteimprove provided solutions to ensure website usability and ADA compliance.
2. The Services shall include:
 - Quality Assurance: Crawls website and identifies quality issues.
 - Policy: Allows Customer to set website parameters to ensure consistency in content.
 - Accessibility: Checks website against selected WCAG 2.0 accessibility standards and WAI-ARIA techniques.
 - SEO: Details technical and content-related issues affecting search engine rankings and traffic to the website.
 - Priority: Allows Customer to set criteria for order in which issues and errors are reported. This service requires the implementation of a script on the website.
 - Accessibility Community Membership: Membership to Siteimprove's Accessibility Community.
 - PDF Scanning: Assessment of PDF's on website to ensure accessibility requirements are met.
 - Response: Monitors website's availability and performance.
 - Usability: Understand your users' experience on your website with Heat Maps, Scroll Maps, Click Maps, Online User Survey, Internal Search Stats.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** Fees for the service are fully dependent on the number of webpages and PDF files contained in the Member's website. Discounts available to the Member by participating in this service are based on the overall participation of SWWC member school districts.

m. **OnDemand IT Certification Training Solution with Stormwind Studios.**

i. In consideration of services covered by this agreement.

1. The number of licenses for which the Services are provided shall be calculated annually based upon the actual number of active users needing access to the system.
2. The Member is responsible for informing SWWC of licenses needing to be cancelled or removed from automatic renewal.
3. The Member may transfer licenses from an employee whose employment is ending to a new employee during the term of this agreement by notifying SWWC of the changes.
4. SWWC and Member are subject to the terms and conditions of the End-user License Agreement(s) and Terms and Conditions of Stormwind Studios. Under no conditions shall the SWWC be responsible for providing any Services or Level of Service under the terms of this agreement other than the benefit of aggregated purchasing discounts that are passed on to Customer.
5. SWWC may, at its discretion, offer in-kind or fee-for-service value added offerings that complement the trainings being provided through Stormwind Studios.
6. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** Ultimate Access includes access to all Stormwind Studios Training Content, which is over 250 courses for technology-industry leading certification preparation.

- \$1,250.00 annually per user license for SWWC Technology Subscribers
- \$1,500.00 annually per user license for SWWC Members without Technology Subscriptions
- \$1,700.00 annually per user license for SWWC Non-Members

n. **Moodle Course Hosting Service**

i. In consideration of services covered by this agreement.

1. SWWC will provide to member with access to courses, as requested by Member, on a shared Moodle server environment in which other member courses will co-exist.
2. Member will only have access to its own courses and all student information in courses will remain the explicitly accessible by only the Member that owns the courses
3. Enrollment information for courses shall be supplied by the member prior to the beginning of the course in a format prescribed by SWWC. All enrollment changes following the initial course roster upload will be performed through requests to the SWWC Technology Support Helpdesk either individually or through additional course roster updates.
4. Self-registration options will be made available to the Member whereas "students" in courses may self-enroll into the course based on criteria mutually agreed upon by the Member and SWWC and fully supported by the Moodle course management system.
5. There are no limitations to the number of students that are able to be enrolled into a Moodle course.
6. There is a 10 GB storage limit for each individual course. Courses surpassing the 10 GB limit will be assessed in accordance with the service fees below.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** Fees for the service are fully dependent on the number of courses requested to be hosted by Member and the storage required by the course being hosted.

1. An annual service fee of \$85.00 per course will be charged to the Member. The annual service fee will not be pro-rated for courses that are less than a full year.

2. For courses requiring more than 10 GB of storage capacity, an overage fee of \$15.00 per 1 GB increment over 10 GB will be assessed on the annual service fee billing. Overage fees will not be pro-rated.

o. Moodle In Your School Service – District-wide Moodle learning management solution.

- i. In consideration of services covered by this agreement.
 1. Member will have access to the Moodle System on a dedicated Moodle hosting server exclusively accessible by the Member
 2. Member will be able to fully administer user accounts, enrollments, course creation, teacher assignments, and other administrative functions.
 3. LDAP and other supported directory integration will be available. Additional consultation fees for setup will be assessed if Member requires assistance from SWWC.
 4. Custom URL/domain, and customized themes that are “branded” to Member are supported in this environment. Additional consultation fees for setup will be assessed if Member requires assistance from SWWC.
 5. Storage capacity of 500 GB is included in the base package of this service. Additional storage utilized above 500 GB will be charged to the Member in accordance with the Service Fees below.
- ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.
- iii. **Services Fees.** Fees for the service are based on a flat fee plus a service fee per student enrolled in Member District. Additional fees will be assessed based on the storage required to host the Member’s Moodle Server.
 1. An annual base service fee of \$1,400.00 plus \$1.05 per student will be charged to the Member. The annual service fee will not be pro-rated for agreements beginning after July 1.
 2. For Moodle environments requiring more than 500 GB of storage capacity: an overage fee of \$215.00 per 100 GB increment over 5000 GB will be assessed on the annual service fee billing. Overage fees will not be pro-rated.

p. SWWC Private Cloud Server Hosting.

- i. In consideration of services covered by this agreement.
 1. The Member hereby agrees to purchase, and SWWC agrees to provide, private cloud server hosting solutions.
 2. The Member must be an active member in the SWWC Wide Area Network Consortium to be eligible to participate in the SWWC Private Cloud Server Hosting.
 3. The Services shall include:
 - A private virtual cloud environment that may be utilized by Members to host servers or other virtualized network appliances, as an extension of the Member’s on-site local area network.
 - An enterprise grade hosting solution is utilized to manage and offer the service as well as the extended services embedded herein.
 - SWWC will assign virtual hardware specifications based on mutually defined and reasonable required resources for the roles of the server(s).
 - SWWC shall provide backup and replication to our secondary data center for all servers hosted in the private cloud environment.
 - i. In the event of the need for data restoration, SWWC will provide restoration efforts of data, but no forensic investigation services.
 - Member is required to utilize multifactor authentication as provided by SWWC for remote connections.
 4. The following limits and restrictions apply to service:

- Duplicative servers within the environment apart from those with roles requiring duplication per standards, Ie. Domain and DNS servers.
 - The Member shall not have access to the hypervisor layer of this solution for the security of other participating members and to better ensure the proper operations of the environment.
 - SWWC shall bear no responsibility for illegal or pirated software, content or other acts of negligence performed within the Member's servers in the Cloud. If such activities are identified, SWWC shall immediately halt the operation of the offending server(s).
 - Remote Desktop Access to servers in the environment will only be available to the Member's network. The Member shall be required to utilize a VPN connection to Member's network to then access the private cloud environment.
5. SWWC Shall provide the following maintenance responsibilities as a part of service delivery.
- Management and updates to the Hypervisor Solution used for the cloud environment.
 - Updates, upgrades and modernization of the hardware solutions utilized to provide the cloud environment.
 - Management of the VLAN configurations utilized to interconnect the cloud environment to the Member's local network, while maintaining isolation from other member resources and networks.
 - Physical and Network Security of the hardware and hypervisor environment.
 - Creation of all new Server instances requested by the Member
 - Provision of secure remoted access to The Member personnel to manage their server resources located in the cloud.
6. The Member will be responsible for the following responsibilities, or purchase support services from SWWC to facilitate the responsibilities:
- Configuration, management and administration of servers, apart from those needing to be made at the hypervisor level.
 - Updating, patching and maintaining the Operating System and all programs and services operating on the Member Servers hosted in the private cloud environment.
 - All operating systems and software utilized by Member in the environment must be fully supporter versions, and if not automatically provided, security patches must be maintained by the Member. Servers found to be out of compliance will be shut down by SWWC to prevent potential security threats that could pose an impact on all participants in this service.
 - All server and application licensing outside of the base Microsoft Windows Server License provided as a part of the solution.
 - The Member shall provide an approved Endpoint Protection Software solution for Member servers in private cloud solution. Approved Endpoint Protection solutions include Sophos XDR/MDR, CrowdStrike Falcon MDR. Additional titles may be added as reviewed and approved by SWWC.
 - Upgrades to server virtual hardware settings must be coordinated by Member with SWWC personnel. Additional resources may increase the amount due by Member for this service.
 - Upgrades scheduled during normal SWWC operational hours will not incur labor fees. Upgrades scheduled outside of normal SWWC operational hours will be billed at SWWC's regular technology support rates.
 - The Member will deploy the SWWC Wazuh agent on all servers running in the private cloud environment to allow for continuous health and security monitoring by SWWC and Member.

7. SWWC shall make every reasonable effort to ensure private cloud environment uptime and availability including, but not limited to, redundancy of equipment where fiscally responsible, regular backups and replication of environment to backup DR site, battery backups, generator power, resilient network connectivity.
 - SWWC cannot make guarantees of uptime or potential loss of data that may occur because of any circumstances.
 - SWWC shall not be held responsible for downtime or data loss should such events occur.
 - SWWC shall not be held responsible for any cybersecurity incidents that should occur on Member servers hosted in the private cloud environment.
 - Member will retain responsibility for the management and maintenance of Member servers hosted in the private cloud environment.
 8. Member will name SWWC as an additional insured party on its Cybersecurity Insurance Policy and provide SWWC with a certificate of insurance annually.
- ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.
 - iii. **Services Fees.** Fees will be contingent upon the number of servers or virtual appliances hosted in the private cloud environment by Member. Additionally, the resources utilized by each server will result in varying costs.
 1. Changes to resource assignments throughout the course of the fiscal year will result in the highest resource assignment during the span of the year being the premise by which the Member shall be charged for the fiscal year.
 2. Base Virtual Machine Fee: \$900 / annually / Specifications – 2 CPU cores, 8 GB RAM, 100 GB storage, 1 network card, Base Windows Server Operating System license.
 - Additional 1 TB storage: \$120 / annually (includes backup and replication services for additional 1 TB storage)
 - Addition 4 GB memory: \$180 / annually
 - Additional CPU core: \$180 / annually
 - Other hardware additions will be priced upon request
- q. **SWWC Managed FilterED ILT Services.**
- i. In consideration of services covered by this agreement.
 1. The Member hereby agrees to purchase, and SWWC agrees to provide, participation in a SWWC purchased subscription to the FilterED Instruction, Learning, and Technology (ILT) assessments platform. FilterED, will provide the evidence, data, and context you need to advance the impact of technology on instruction and learning, professional development, IT governance, and more. SWWC staff will provide coordination and assistance in the analysis of your data
 2. The Member must have an active SWWC Technology Subscription in place for the fiscal year to be eligible to participate in the SWWC Managed FilterED ILT Service.
 3. The Services shall include:
 - Instruction, Learning - measuring and assessing the impact of technology on learning by analyzing the following areas:
 - i. Leadership & Vision
 - ii. Resources
 - iii. Technology Infrastructure
 - iv. Instruction & Learning
 - v. Practice & Implementation

vi. Learner Impact

- FilterED ILT surveys will be available to students, staff, and parents.
- SWWC staff will provide the district with a review of the survey results, and after a couple years of data collection, an analysis of growth trends and success measurements aligned with District initiatives.
- Instruction, Learning, and Technology is not about counting instructional applications and devices but is designed to get to the heart of what is working or not working in the use of technology for teachers, students, parents, office staff, and administration. ILT is grounded in existing frameworks for technology and learning such as the ISTE Standards for Students, CoSN Digital Leap Success Matrix, Framework of Essential Skills for the K-12 CTO, and Future Ready Schools.

ii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2026.

iii. **Services Fees.** \$1.00 per student annually. Available only to members with an active Annual Technology Subscription. The full amount of this Service will be invoiced to the Member in August.

2. **Agreement.** Being fully informed of each technology service option available to it, the Member desires to subscribe to those technology services indicated at Section 5 of this Addendum. SWWC agrees to provide such services according to the terms of the Membership Agreement and the terms set forth in this Addendum. The Member agrees to remit timely payment for such services as provided herein.
3. In Consideration of all contracted supplemental technology services: Contracted Time purchased for Technology Services is for use within the contracting entity only. Services provided at the Member site, or the location of a Member sponsored event, in which attendees other than those of the Member will be in attendance, shall be billed at the “on-site training fee” for entities with no contract as listed in Section 1a.
4. **Hold Harmless.** SWWC shall hold no liability for any equipment malfunctions, loss of data or data privacy violations that may occur at the Member site. The Member is solely responsible for ensuring that backups, data consistency and retention of data is being performed as well as all other day-to-day operations of the Technology Department of the Member. The Member is responsible for ensuring that all filings, certifications and licensing are met. Loss of funding or fines imposed on the Member are the sole responsibility of the Member and not the responsibility of SWWC. The Member agrees to hold SWWC harmless for any cost, fees or liabilities, including attorneys’ fees that SWWC may incur as a result of any service discussed in this Addendum.
5. **Subscription.** Listed below are the General Technology Services fees for your district based upon what was subscribed to in the previous fiscal year.

Basic Technology Services (payable on or before July 30, 2025)	Included with WAN
Technology Coordinator Services (payable monthly)	\$23,821.00
Technology Integration Services (payable monthly)	\$0.00
E-Rate Coordination Services (payable after the Form 470 has been completed)	Included with WAN
Comprehensive Cyber Security Services (payable monthly)	\$6,038.00
Student Data Privacy Program (payable on or before July 30, 2025)	\$1,950.00
WAN Consortium Member	Yes
Email Security Service (payable on or before June 30, 2026)	Yes
Email Archiving Service (payable on or before June 30, 2026)	No
Secured Remote Backup Service (payable on or before June 30, 2026)	No
Website ADA – Siteimprove (payable on or before July 30, 2025)	No
OnDemand IT Cert Training – Stormwind (payable on or before June 30, 2026)	No
Moodle Course Hosting Service (payable on or before June 30, 2026)	No
Moodle in Your School Service (payable on or before June 30, 2026)	No
SWWC Private Cloud Server Hosting (payable on or before June 30, 2026)	No
SWWC Managed Filtered Services (payable on or before July 30, 2025)	No

6. **Payment.** SWWC shall invoice the Member for all charges incurred pursuant to this Addendum as such charges accrue. The Member agrees to pay all amounts due SWWC pursuant to this Addendum within forty-five (45) days of receipt of an invoice from SWWC. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM E
TO MEMBERSHIP AGREEMENT
SPECIAL EDUCATION SERVICES
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member hereby subscribes to SWWC's Special Education Services (the "Services"), specifically subscribing to those Services indicated at Section 12 below. As noted at Section 12, the Services are classified as either "Direct Services" or "Administrative Services". As used herein, the phrase "Administrative Services" shall include Special Education Director, and Due Process Specialist services. The Member hereby agrees and acknowledges that the timelines governing its ability to withdraw from such Services depends upon this classification.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term (as defined below) and shall continue to provide such services from July 1 through June 30 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Administrative Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations regarding the Member's subscription to Administrative Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twenty-four (24) months (the "Administrative Services Initial Term"). The provisions of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with a minimum of twelve (12) months' notice of the Member's intent to discontinue its subscription to the Administrative Services by delivering to SWWC a written notice of such intent (referred to as "Notice of Intent to Withdraw from Administrative Services") to SWWC on or before June 30 (the "Administrative Services Withdrawal Deadline"). If such Notice of Intent to Withdraw from Administrative Services is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the following fiscal year. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Administrative Services for the next Extended Term.
4. **Direct Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties' obligations regarding the Member's subscription to Direct Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the "Direct Services Initial Term"). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Direct Service (referred to as "Notice of Withdrawal from Direct Service") on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Direct Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Direct Services for the next Extended Term.
5. **Payment.** In exchange for SWWC's agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall be responsible for the TOTAL ADDENDUM PRICE set forth at Page 2 to this Addendum. SWWC shall estimate such usage for Direct Services for the Member at the beginning of the term. Actual usage shall then be reconciled by SWWC at the final payment at the end of the term. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below; however, if a personnel's time is not fully utilized Members will share such unused cost proportionally based on overall usage. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
8. Required SWWC service personnel who are funded at the lower "Single District Rate" level shall be entitled to receive all of the rights and benefits of personnel who are funded at the "Full Service Rate".
9. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.

10. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
11. All performance reviews of required service personnel shall be conducted by a SWWC special education administrator and shall be in accordance with the policies and procedures established by SWWC.
12. **Services.** The Member hereby agrees to subscribe to those services indicated below:

<u>Direct Services:</u> includes office/prep time	<u>TOTAL ESTIMATED PRICE</u>
School Psychologist Services	\$48,640.00
Speech/Language Pathologist Services	\$152,500.00
Teacher of the Visually Impaired Services	\$0.00
ECSE Teacher Services	\$0.00
DAPE Teacher	\$0.00
Teacher of the Deaf/Hard of Hearing	\$37,520.00
Occupational Therapy Services	\$57,330.00
Orientation and Mobility	\$0.00
Physical Therapy Services	\$0.00
<u>Administrative Services:</u>	
Regional ECSE Coordination Services	\$1,941.00
Special Education Cooperative Membership Fee	\$18,882.00
Shared Special Education Administrative Services	\$40,126.00
Single District Special Education Administrator	\$0.00
TOTAL ADDENDUM PRICE	<u>\$356,939.00</u>

SC MEMBER

BY: _____
Authorized Signature

SWWC SERVICE COOPERATIVE

BY: _____
Authorized Signature

ADDENDUM F
TO MEMBERSHIP AGREEMENT
BEHAVIORAL HEALTH SERVICES
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member has chosen to subscribe to SWWC's Behavioral Health Services (the "Services"). The Services may include Behavior Analytic Services and Mental Health Services.
2. **Term.** SWWC shall provide the Services to the Member from August 15 through June 15 during the Initial Term (as defined below) and shall continue to provide such services from August 15 through June 15 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties' obligations regarding the Member's subscription to Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the "Services Initial Term"). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Services (referred to as "Notice of Withdrawal from Direct Service") on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term.
4. **Payment.** In exchange for SWWC's agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the "TOTAL ADDENDUM PRICE" set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four equal installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
5. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
8. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
9. All performance reviews of required service personnel shall be conducted by a SWWC administrator and shall be in accordance with the policies and procedures established by SWWC.
10. **Services.** The Member hereby agrees to subscribe to those services indicated below:

SERVICES	PACKAGE	TOTAL PRICE
Behavior Analytic Services		\$0.00
Mental Health Services		\$0.00
School Nurse Services		\$0.00
TOTAL ADDENDUM PRICE		\$0.00

ADDENDUM G
TO MEMBERSHIP AGREEMENT
CURRICULUM AND INSTRUCTION COORDINATION SERVICES
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Curriculum and Instruction Coordination Services (the “Services”). The services to be provided by SWWC is determined by district priorities and may include Read Act implementation, District Assessment Coordinator, Professional Development, Achievement & Integration plan, Literacy Plan, World’s Best Workforce, standards alignment, curriculum adoption, etc. SWWC provides training/access to shared resources to support teaching and learning growth.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM H
TO MEMBERSHIP AGREEMENT
SHARED CURRICULUM AND INSTRUCTION COORDINATION SERVICES
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

8. The Member has chosen to subscribe to Shared Curriculum and Instruction Coordination Services (the “Services”). The services to be provided by SWWC may include:

Data Mining and/or Data Retreat
Coordination of Standards Alignment

- Unpacking Standards
- Creating Learning Targets
- Prioritizing Standards
- Creating Common Assessments
- Selecting Appropriate Instructional Strategies

Professional Development

- Coordination/Facilitation of workshops/early release
- Professional Learning Community Implementation
- Support Leadership Teams
- Curriculum Coordination
- Coordination of Standards-Based Curriculum Selection and Implementation

9. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
10. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
11. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without additional cost or charge to the Member. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
12. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
13. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE

\$0.00

14. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM I
TO MEMBERSHIP AGREEMENT
LITERACY LEAD SPECIALIST SERVICES
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Literacy Lead Specialist Services (the “Services”). The services to be provided by SWWC may include literacy support, training/coaching on READ Act requirements, and Local Literacy Plan Development.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
5. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE	<u>\$0.00</u>
----------------------	----------------------

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM J
TO MEMBERSHIP AGREEMENT
TEACHING AND LEARNING CUSTOMIZED SERVICES
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Teaching and Learning Customized Services (the “Services”). The Services may include the following: math and reading intervention & data support, guided reading support, standards alignment, standards-based grading, curriculum and assessments, PLC work, or best practices in instruction.
 - a. Districts subscribing to Shared Curriculum & Instruction Coordination Services:
 - i. \$850/day + mileage
 - b. Districts not subscribed to Shared Curriculum & Instruction Coordination Services:
 - i. Package A (30 hours) \$5,750 + mileage, Package B (60 hours) \$10,250 + mileage, Package C (120 hours) \$18,250 + mileage, Package D (180 hours) \$26,250 + mileage

Term. SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.

2. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
3. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
4. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
5. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE **\$0.00**

6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM K
TO MEMBERSHIP AGREEMENT
STARRS ONLINE ACADEMY
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to STARRS Online Academy Services (the “Services”). The Services may include the following: Access to supplemental online learning school. Students enrolled in the STARRS Online Academy will have access to a variety of content courses and elective offerings.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment at the “PER CREDIT RATE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before October 15, December 15, March 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability) and instructional materials required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the PER CREDIT RATE set forth below. Districts must provide the student access to a laptop, desktop or chrome book and ensure the student has access to high-speed internet. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
5. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the PER CREDIT RATE as set forth below. A minimum of twelve credits are required to enroll in the Services.

PER CREDIT RATE **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM L
TO MEMBERSHIP AGREEMENT
TRANSLATION/INTERPRETATION
2025-26

Minneota Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Translation/Interpretation (the “Services”). The Services may include the following: Translation of written documentation from Spanish to English or English to Spanish and/or interpretation services which may include oral communication for phone calls, meetings, interview, etc. that facilitate communication from Spanish to English or English to Spanish that may be delivered via phone, virtual modalities or in person.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment at the rate set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC monthly during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability) required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the PER WORD RATE and/or PER FIFTEEN MINUTE INCREMENT RATE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the rates set forth below.
5. The dates and times for the furnishing of the Services at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the TRANSLATION RATE and/or the INTERPRETATION RATE as set forth below.

TRANSLATION RATE	\$0.00 per word
INTERPRETATION RATE	\$0.00 per Fifteen Minute Increment

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

E-RATE BID



ACCEPT ERATE BID FOR NETWORK SWITCHES AND OPTICAL TRANSCEIVERS FROM TECH CHECK

E-Rate funds eligible for reimbursement = \$54,362.55

☐ We would get 60% reimbursed = \$32,617.53

☐ We would owe remaining 40% = **\$21,745.02**

Tech Check bid amount = \$56,955.76

Bid amount over E-Rate limit = **\$2,593.21** [we would pay all of this amount]

Total we would pay [Technology Levy funding]: \$24,338.23



BEN	Billed Entity Name	C2 Budget Cycle	C2 Budget	Funded C2 Budget Amount	Pending C2 Budget Amount	Available C2 Budget Amount
133882	MINNEOTA SCHOOL DISTRICT 414	FY2021-2025	86,840.00	\$ 32,477.45	\$ -	\$ 54,362.55

Discount Rate = 60%



FCC Form 470 – Funding Year 2025

Form 470 Application Number: 250010725

Minneota FY2025 Cat 2

Billed Entity

MINNEOTA SCHOOL DISTRICT 414
504 N MONROE ST MINNEOTA, MN 56264-9241
LYON
507-872-6532

Contact Information

Scott Monson
scott.monson@minneotaschools.org
507-872-6532 ext.1134

Billed Entity Number: 133882

FCC Registration Number: 0011770740

Number of Eligible Entities: 2

Application Type

Applicant Type: School District

Recipients of Services: Public School; Public School District

Consulting Firms

Name	Consultant Registration Number	Phone Number	Email
SWWC Service Cooperative E-Rate Consulting	16062435	507-537-2240	josh.sumption.erate@swwc.org

Consultants

Name	Phone Number	Email
Becky Laleman	507-537-2259	becky.laleman@swwc.org
Josh Sumption	507-537-2265	josh.sumption.erate@swsc.org
Wendy Borchert	507-537-2248	wendy.borchert.erate@swsc.org

RFPS

ID	Name
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Category One Service Requests

Service Type	Function	Function Other Description	Minimum Capacity	Maximum Capacity	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
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Description of Other Functions

ID	Name
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Narrative

Category Two Service Requests

Service Type	Function	Manufacturer	Manufacturer Other Description	Entities	Quantity	Unit	Installation and Initial Configuration?	Associated RFPs
Internal Connections	Switches and Necessary Software and Licenses	Extreme Networks or equivalent			10	Each	No	
Basic Maintenance of Internal Connections	Switches	Extreme Networks		2	10	Each		
Internal Connections	Antennas, Connectors, and Related Components	No Preference		2	6	Each	No	
Basic Maintenance of Internal Connections	Antennas, Connectors, and Related Components	No Preference		2	6	Each		

Description of Other Manufacturers

ID	Name
----	------

Narrative
<p>Qty. 10 Extreme Multi-Rate capable, POE Network Switch: Minimum of 16 x 100Mb/1Gb/2.5Gb ports with 802.3bt Type 4 PoE (90W). 32 10/100/1000BASE-T with a minimum Type 2 PoE+ (30W). Stacking capable. 4 x 1/10/25Gb SFP28 uplink ports. Compatibility with Extreme Cloud IQ is required, all necessary licensing for a period of 5 years must be included in your proposal. Front to Back airflow for fan module must be included. Power Supply must be included. A stack cable per switch must be included. At least 2 stack cables must be 1 meter.</p> <p>Qty. 6; SFP+ Optical Transceiver - 10 Gb - Must be compatible with OM3 fiber optic cable. Should be certified for use with proposed switches</p> <p>All costs not eligible for E-Rate funding must be clearly identified separately in your proposal to allow for proper cost allocations. Any costs not identified in the proposal will be the responsibility of the vendor and will not be paid by Minneota Schools or the E-Rate program.</p>

Technical Contact

Devann Shultz
Technology Director
507-872-6532
devann.shultz@minneotaschools.org

State and Local Procurement Restrictions

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Billed Entities

Billed Entity Number	Billed Entity Name
133882	MINNEOTA SCHOOL DISTRICT 414

Certifications

I certify that the applicant includes:

I certify that the applicant includes schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801 (18) and (38), that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.

Other Certifications

I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

I certify that I will retain required documents for a period of at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the form for, receipt of, and delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program.

I certify that the services the applicant purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. § 54.513. Additionally, I certify that the entity or entities listed on this form have not received anything of value or a promise of anything of value, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.

I acknowledge that support under this support mechanism is conditional upon the school(s) and/or library(ies) I represent securing access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that I have considered what financial resources should be available to cover these costs. I certify that I am authorized to procure eligible services for the eligible entity(ies). I certify that I am authorized to submit this request on behalf of the eligible entity(ies) listed on this form, that I have examined this request, and to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

NOTICE:

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information requested in this form. We will use the information you provide to determine whether you have complied with the competitive bidding requirements applicable to requests for universal service discounts. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, the information you provide in this form may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information you provide in this form may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, information provided in or submitted with this form, or in response to subsequent inquiries, may also be subject to disclosure consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law.

If you owe a past due debt to the federal government, the information you provide in this form may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC or Universal Service Administrator may return your form without action or deny a related request for universal service discounts.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

Authorized Person

Scott Monson

MINNEOTA SCHOOL DISTRICT 414

504 N MONROE ST MINNEOTA, MN 56264-9241 LYON

507-872-6532 ext.1134

Certified Timestamp

01/10/2025 10:01 AM EST

Price Comparison

Item	Coquina	Cytranet	IT-Outlet	Optimus	Red8	Tech Check
Switches	\$72,982.65	Not a complete bid	\$62,750.00	\$85,131.10	\$62,589.60	\$42,620.20
power supply	\$8,150.63			\$9,410.00	\$7,052.10	\$4,802.20
power cord	\$92.01			\$180.00	\$79.60	\$61.90
10G SFP extrei	\$5,008.88		\$1,100.00	\$1,456.00	\$7,260.00	\$2,100.00
stack cable	\$1,255.76		\$2,060.00	\$9,860.40	\$1,092.10	\$1,461.96
License	\$13,583.44		\$8,750.00	\$12,824.00	\$10,125.00	\$5,909.70
Total	\$101,073.37	\$0.00	\$74,660.00	\$118,861.50	\$88,198.40	\$56,955.96
		Not a complete bid	Does not meet spec	Does not meet spec		

Points 30
Lowest Bid \$56,955.96

1.77458812	1.548536799	1
0.77458812	0.548536799	0
0.22541188	0.451463201	1
6.762356389	13.54389602	30

DISTRICT#

414

DATE

2/13/2025

Vendor Evaluation Matrix Summary for Network Switches

	Coquina	Cytranet	IT Outlet	Optimus	Red8	IT Outlet
(0-30 points possible for each vendor) Price	6	not a completed	Did not meet spec	Did not meet spec	13	30
(0-25 points) Prior Experience and/or References	0	not a completed	Did not meet spec	Did not meet spec	0	24
(0-20 points) Other cost factors including price of	20	not a completed	Did not meet spec	Did not meet spec	20	20
(0-15 points) Ease of implementing this service for	7	not a completed	Did not meet spec	Did not meet spec	7	14
(0-10 points) Local vendor	1	not a completed	Did not meet spec	Did not meet spec	1	8
Comments:						
(100 possible) Total points	34	0	0	0	41	96



Erate 470 #250010725 - FY25 Cat 2

Minneota Public School

504 N Monroe PO Box 98 | Minneota, MN 56264

Grant Hagen | ERATE SPIN #143024168 | February 19, 2025

2385 Troop Drive, Suite 204 | Sartell, Minnesota 56377 | 320-230-2020 | www.techcheckusa.com

TRUSTED IT SOLUTIONS AND SUPPORT

Hardware

Manufacturer Part Number	Qty	Product Description	Price	Ext. Price
5420M-16MW-32P-4YE	10	Extreme Networks ExtremeSwitching 5420M Ethernet Switch - 16 Ports - 2 Layer Supported - Modular - 90 W PoE Budget - Optical Fiber, Twisted Pair - PoE Ports	\$4,262.02	\$42,620.20
20G-DACP-SFPDDZ5M	8	SFPDD TO SFPDD 20G DAC 0.5M	\$143.23	\$1,145.84
20G-DACP-SFPDD1M	2	20G Passive DAC SFPDD 1m	\$158.06	\$316.12
10301	6	Extreme Networks 10GBASE-SR SFP+ Module - 1 x 10GBase-SR	\$350.00	\$2,100.00
10061	10	Extreme Networks Standard Power Cord - 110 V AC / 10 A - NEMA 5-15P / IEC 60320 C13	\$6.19	\$61.90
Power Supply Options - The 1200W PSU Front/Back Airflow is being proposed as an option per the bid spec requirement for 1100w PSU and higher - The 920W option is more commonly used in the 5420M-16MW-32P-4YE - The 1200W PSU Front/Back Airflow uses the same power cord as the 920W option - Both PSU use the same power cord (10061), result in the same PoE budget, and have front to back airflow - You only need one PSU to operate the switch, but the second PSU needs to match the first PSU (i.e. both need to be 920w or vice versa). - The second PSU will function as either a redundant PSU or as a secondary PSU that can help provide over 1,500w of PoE - Adjustments can be made to the quote to reflect the model and final quantity that you would like to order.				
XN-ACPWR-920W	10	Extreme Networks 920W Power Supply	\$480.22	\$4,802.20

Subtotal: \$51,046.26

Software

Manufacturer Part Number	Qty	Product Description	Price	Ext. Price
USK12-STD-B-S-C-EW-5Y	10	Extreme Networks ExtremeCloud IQ Pilot with AI Expert - Right-To-Use Subscription License - 5 Year	\$590.97	\$5,909.70

Subtotal: \$5,909.70

Terms and Conditions

By signing this proposal, you are requesting Tech Check, LLC to order the product and services stated in the proposal.

Additionally:

- Any onboarding fees will be invoiced NET 30 upon signature.
- For monthly service agreements, the Monthly Service Fee will be invoiced NET 30 at the beginning of each service month. Any endpoint quantity increases will be reflected in the monthly invoices.
- For annual prepaid service agreements, the Annual Prepaid Service Fee will be invoiced NET30 upon signature.
- A 3% transaction fee will be applied to all credit card orders and payments
- Stated Service Fees do not include any applicable taxes, tariffs, and/or duties, which will be billed additionally, if applicable.
- Travel and Expenses for any required on-site visits, if applicable, will be charged additionally unless specifically defined.
- A 25% restocking fee will be applied to any returned product
- Payment is due within 30 days of invoicing.

For a full listing of the Terms and Conditions, please go to <https://techcheckusa.com/terms>

Erate 470 #250010725 - FY25 Cat 2



Prepared by:

Tech Check

Grant

320-230-2020

granth@techcheckusa.com

Prepared for:

Minneota Public School

504 N Monroe PO Box 98Minneota, MN

56264

Devann Schultz

(507) 872-6122

devann.shultz@minneotaschools.org

Quote Information:

Quote #: GH017377

Version: 1

Delivery Date: 02/19/2025

Expiration Date: 03/04/2025

Quote Summary

Description	Amount
Hardware	\$51,046.26
Software	\$5,909.70
Total: \$56,955.96	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Tech Check

Signature: Grant R Hagen

Name: Grant Hagen

Title: Account Executive

Date: 02/19/2025

Minneota Public School

Signature: _____

Name: Devann Schultz

Date: _____

Our Background

With more than 25 years of designing and implementing innovative technology solutions, Tech Check has been a trusted partner and reseller to over 200 school districts throughout Minnesota. Our knowledge, experience, and advanced skill sets have enabled school districts to introduce cutting-edge technologies into the classroom, empowering students and staff with emerging IT solutions. Tech Check continues to provide cost-effective products, installation and managed service agreements to school districts of all sizes looking for an education-driven technology partner.

Considerations

- Tech Check's E-Rate Spin #143024168.
- All products in the proposal are E-Rate Eligible unless stated otherwise.
- Tech Check understands that the project is contingent on E-Rate funding.
- Tech Check will honor pricing for both full and partial project acceptance.
- All hardware is OEM and is shipped directly from the manufacturer. (No gray market gear)
- If requested, we can provide a final updated bid with only the products/options best suited to your network infrastructure.

Timeline

- The product will be delivered directly to the school district unless specified otherwise.
- The installation is determined by product availability and the school district's requested time frame for project completion.

School District's Responsibilities

- The school district is responsible for keeping products in a secure location and notifying Tech Check of any damaged or missing goods during the receiving process.
- The school district is responsible for recycling old equipment that will be removed from the upgrade.

K-12 Education References

Sartell-St. Stephen ISD 748

Contact: Kyle Breitzkreutz
212 3rd Avenue North
Sartell, MN 56377
(320) 656-3701

Foley Public Schools

Contact: Paul Schieffert
840 Norman Avenue North
Foley, MN 56329
(320) 968-7175

Sauk Centre Public Schools

Contact: Becki Marthaler
930 State Road
Sauk Centre, MN 56378
(320) 352-2284

Little Falls Community Schools

Contact: Scott Orians
1001 5th Avenue South East
Little Falls, MN 56345
(320) 632-2002

Becker Public Schools

Contact: Sumre Robinson
12000 Hancock Street
Becker, MN 55308
(763) 261-6300

Thief River Falls Public Schools

Contact: Oak Vichaikul
101 Knight Avenue South
Thief River Falls, MN 56701
(218) 681-8711



Minneota Public School District

Policy 522

Adopted: March 22, 2001

Revised: February 2025

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Patty Myrvik, Activities Director
507-872-6175, Ext. 1141
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The school district's alternate Title IX Coordinator is:
Heather Anderson, High School Principal
507-872-6175, Ext. 1101
heather.anderson@minneotaschools.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX

Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district’s Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e., day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve

a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.

- H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code, section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code, section 12291).
- L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes, section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- M. “Title IX Personnel” means any person who addresses, works on, or assists with the school

district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for the effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process, and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, FERPA regulations, 34 Code of Federal Regulations, part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations, part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.

2. The grievance process shall use a preponderance of the evidence standard (i.e., whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such an informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the

superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
 6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have

an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district’s discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties’ agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties’ right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.

- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
 - F. The written determination of responsibility must be provided to the parties simultaneously.
 - G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
 - H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, et seq. (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, et seq. (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 et seq. (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

Cross References: [MSBA/MASA Model Policy 102 \(Equal Educational Opportunity\)](#)
[MSBA/MASA Model Policy 413 \(Harassment and Violence\)](#)
[MSBA/MASA Model Policy 506 \(Student Discipline\)](#)
[MSBA/MASA Model Policy 528 \(Student Parental, Family, and Marital Status
Nondiscrimination\)](#)



Minneota Public School District

Policy 101

Adopted: October 17, 1995

Revised: June 2025

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries, and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the counties in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

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

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minnesota Statutes chapter 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property, which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes section 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall

meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

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

F. Actions and Suits

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

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

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA School Law Bulletin “F” (Contract and Bidding Procedures)



Minneota Public School District

Policy 103

Adopted: March 18, 2010

Revised: ~~May~~March 2025

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, AND OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent, or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigating or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: 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 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)



Minneota Public School District

Policy 207

Adopted: August 2018

Revised: JulyMarch 2025⁴

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly brought before the school board during a public ~~meeting~~hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

For the school board to efficiently receive public input on matters properly before the school board, the school board establishes the procedures set forth in this policy are established.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law concerning certain issues, including but not limited to, school closings (Minnesota Statutes, section 123B.51), education district establishment (Minnesota Statutes, section 123A.15), and agreements for secondary education (Minnesota Statutes, section 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the school board's discretion.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the school board's discretion.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. If the school board requires designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as the school board otherwise determines.
4. Privilege to Speak: A school board member should direct remarks or questions through the chair. 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.
5. Personal Attacks: 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.
6. Limitations on Participation: 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 to provide an orderly, efficient, and fair opportunity to be heard.

Legal References: Minn. Stat. § 123A.15 (Establishing Education Districts) Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)



Minneota Public School District

Policy 208

Adopted: March 2010

Revised: ~~October~~March 2025

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES AND PROCEDURES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy- and procedure-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies and procedures ~~y statements~~ shall be maintained and modified as needed. Policies and procedures should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy and procedure with the force and effect of law for the school district. School district policy and procedure provides the school board's general direction for the school district while delegating implementation of policy and procedure to the administration.
- B. The school district's policies and procedures provide guidelines and goals to the school community. The policies and procedures are the basis for guidelines and directives by the administration. The school board shall determine the effectiveness of policies and procedures by evaluating periodic reports from the administration.
- C. Policies or procedures may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies, procedures, or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY AND PROCEDURE

- A. The school board shall give notice of proposed policy or procedure changes or adoption of new policies and procedures by placing the item on the agenda of one school board meeting. The proposals shall be distributed, and public comment will be allowed at that meeting prior to final school board action.
- B. The final action taken to adopt the proposed policy or procedure shall be approved by a simple majority vote of the school board at a subsequent meeting after the meeting at which

public input was received. The policy or procedure will be effective on the later of the date of passage or the date stated in the motion.

- C. In an emergency, a new or modified policy or procedure may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy or procedure shall be included in the minutes. The policy or procedure adopted in an emergency shall expire within one year following the emergency action unless the policy or procedure adoption procedure stated above is followed and the policy or procedure is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy or procedure is modified with minor changes that do not affect the substance of the policy or procedure, or because of a legal change over which the school board has no control, the modified policy or procedure may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies and procedures, other than the policies and procedures that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies and procedures. A copy of the school district policies and procedures shall be placed in the office of each school attendance center and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy and procedure current.
- D. The school board shall review policies and procedures at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies and procedures annually. In addition, the school board shall review the following policies annually 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy or procedure exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy or procedure and present a recommended policy or procedure to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)



Minneota Public School District

Policy 209

Adopted: March 18, 2010

Revised: ~~October~~ March 2025

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist individual school board members in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school program.
3. Insist that business transactions of the school district be ethical and open.

4. Strive to uphold my responsibilities and accountability to taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in the appointment of all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my function as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None



Minneota Public School District

Policy 210

Adopted: May 18, 2010

Revised: ~~October~~ March 2025

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes, chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only when the school district has a population of 1,000 or less according to the last federal census.*)
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated, and that school board member has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 90-A (Aug. 14, 1957)
Op. Atty. Gen. 90-C-5 (July 30, 1940)
Op. Atty. Gen. 437-A-4 (March 15, 1935)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)



Minneota Public School District Policy 211

Adopted: May 2010

Revised: March 2025

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minnesota Statutes section 466.07, subdivision 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district must provide legal counsel for any school teacher against whom a claim is made, or action is brought for the recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment

of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only according to the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and to the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official designated as the responsible authority for the collection, use, and dissemination of data.

D. Service of Subpoenas

School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, subdivision 20, if reimbursement for criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision whether to reimburse shall be made at the school board's discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be

approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthy environment and in preventing disruption of the educational process. To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter are being investigated is school-related, or as otherwise provided by law.
2. If questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees, and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or another appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260#.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code section 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308 (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model 515 (Protection and Privacy of Pupil Records)



Minneota Public School District

Policy 212

Adopted: May 18, 2010

Revised: Marchy 20253

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)



Minneota Public School District

Policy 407

Adopted: May 18, 2010

Revised: ~~June~~March 2025

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to

worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means pathogenic microorganisms that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)



Minneota Public School District

Policy 408

Adopted: May 18, 2010

Revised: ~~June~~ March 2025

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes chapter 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (How These Rules Apply)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)



Minneota Public School District

Policy 409

Adopted: May 18, 2010

Revised: ~~June~~March 2025

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for five years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References: None



Minneota Public School District

Policy 610

Adopted: August 20, 2012

Revised: ~~June~~ March 202~~53~~

610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minnesota Statutes section 123B.37)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minnesota Statutes section 123B.36)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

RESOLUTION FOR ACCEPTANCE OF GIFTS/DONATIONS/GRANTS

Member _____ introduced the following resolution and moved its adoption:

WHEREAS the below noted party(ies) has generously offered to donate to the School District.

WHEREAS the conditions on this gift are noted [or “Whereas no conditions are placed on this gift” if applicable].

Donation – From, Purpose/For, Value, and Date

From Who/m	For Who/What/Purpose	Amount	Date
Christian Becker	In Memory of Jim Rolbiecki	\$ 500	2/4/2025
Martin Hennen	Welding Carts	\$ 50	2/4/2025
Anonymous	Trap Team Donation	\$ 100	2/4/2025
Total Monthly Donations		\$ 650	

THEREFORE, BE IT RESOLVED by the Minneota Public School Board of Education to gratefully accept these donation(s) or grant(s).

The motion for adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon,

The following members voted yes:

The following members voted no:

The motion carried/failed.

The foregoing resolution was approved on this 26th day of February, 2025.

Martin Hennen, Clerk