



MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD REGULAR MEETING

Wednesday, March 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. Activities Update: Patty Myrvik 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 February 26, 2025 Regular Meeting
- 5.2. Review and Sign Nondisclosure Agreement for Sharing Assessment and Accountability Results
- 5.3. Personnel Items
- 5.4. Two (2) Summer Buildings and Grounds Assistant Positions
- 5.5. One (1) Summer Technology Assistant Position
- 5.6. Open Enrollment Request From a 9th Grade Student from the YME District
- 5.7. Midco Internet Agreement [*Softball and Football*]

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

7. Previous Business

- 7.1. Policies and Procedures Review – 2nd ReadingM/S/V
 - 7.1.1. Policy #101: Legal Status of the School District
 - 7.1.2. Policy #103: Complaints – Students, Employees, Parents, Other Provisions

- 7.1.3. Policy #207: Public Hearings
- 7.1.4. Policy #208: Development, Adoption, and Implementation of Policies
- 7.1.5. Policy #209: Code of Ethics
- 7.1.6. Policy #210: Conflict of Interest – School Board Members
- 7.1.7. Policy #211: Criminal or Civil Action Against School District, School Board Member, Employee, or Student
- 7.1.8. Policy #212: School Board Member Development
- 7.1.9. Policy #407: Employee Right to Know – Exposure to Hazardous Substances
- 7.1.10. Policy #408: Subpoena of a School District Employee
- 7.1.11. Policy #409: Employee Publications, Instructional Materials, Inventions, and Creations
- 7.1.12. Policy #610: Field Trips

8. New Business

- 8.1. Approve the 2025-2026 Achievement and Integration Plan BudgetM/S/V
- 8.2. Policies and Procedures Review – 1st Reading I/D
 - 8.2.1. Policy #414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - 8.2.2. Policy #421: Gifts to Employees and School Board Members
 - 8.2.3. Policy #422: Policies Incorporated by Reference
 - 8.2.4. Policy #423: Employee-Student Relationships
 - 8.2.5. Policy #424: License Status
 - 8.2.6. Policy #425: Staff Development
 - 8.2.7. Policy #504: Student Dress and Appearance
 - 8.2.8. Policy #529: Staff Notification of Violent Behavior By Students
 - 8.2.9. Policy #618: Assessment of Standard Achievement
- 8.3. Approve a Resolution for Acceptance of Gifts/Donations/Grants..... M/S/V-RC
- 8.4. Approve a Letter of Support for Meat Education and Training [MEAT] Grant ApplicationM/S/V
- 8.5. Schedule a School Board Retreat-Work Session for Monday, March 31, 2025 at 5:00 pm.....M/S/V

9. Calendar Review: Meeting & DatesI/D

10. Potential Items for Future MeetingsI/D

11. Adjournment M/S/V

BUSINESS

AGENDA

STUDENT ENROLLMENT CURRENT AND PROJECTED

Grade	2020-2021 Funded	2021-2022 Funded	2022-2023 Funded	2023-2024 Funded	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	30	38	35	35
1st Grade	31.1	23.8	39.1	33.0	41	30	37	35
2nd Grade	30.1	31.4	25.5	41.8	33	42	30	38
3rd Grade	42.3	33.9	32.6	29.0	42	34	43	31
4th Grade	28.0	42.9	36.3	31.5	31	43	35	44
5th Grade	37.0	24.9	46.6	37.5	33	32	44	36
6th Grade	36.2	37.5	23.5	46.2	38	33	32	44
7th Grade	46.8	47.6	53.3	42.6	52	45	42	37
8th Grade	46.4	46.3	48.1	54.3	44	54	46	42
9th Grade	45.0	50.1	44.9	49.3	54	48	57	53
10th Grade	45.6	43.7	49.0	45.1	51	55	48	57
11th Grade	48.3	45.0	42.7	46.2	46	48	54	47
12th Grade	49.2	45.7	42.6	42.7	43	43	46	51
Total (K-12)	509	512	516	541	538	545	548	550
Total (PreK-12)	516	518	521	549	595	595	598	600
K-12 Change from Previous Year					-3	7	4	1



Student Activity Account – Month of February 2025

Fund #	Description	Receipt	Expense
4	Student Council - Southwest Nutrition		\$ 267.00
8	Junior Class - Wyhe's Butterbread		\$ 1,860.00
15	FCCLA - Minneota Mascot		\$ 126.00
4	Student Council - Lobby Pop	\$ 420.00	
4	Student Council - Lobby Pop	\$ 415.00	
4	Student Council - Lobby Pop	\$ 145.80	
8	Student Council - Lobby Pop	\$ 1,594.00	
8	Junior Class - Ice Cream Fundraiser	\$ 2,830.00	
8	Junior Class - Borch's Clothing Fundraiser	\$ 590.00	
14	FFA - Waffle Feed	\$ 3,280.00	
February 2025 Totals		\$ 9,274.80	\$ 2,253.00

Fund Name	FY25 Beginning Balance	February 2025		Year-To-Date			Ending Balance	Change
		Receipts	Expenses	Receipts	Expenses	Transfers		
Student Council	\$ 5,808.46	\$ 2,574.80	\$ 267.00	\$ 7,789.58	\$ 6,832.80	\$ 923.94	\$ 7,689.18	32.4%
Grade 11	\$ 3,453.06	\$ 3,420.00	\$ 1,860.00	\$ 14,675.00	\$ 7,606.44	\$ (3,453.06)	\$ 7,068.56	104.7%
Grade 12	\$ 923.94	\$ -	\$ -	\$ -	\$ -	\$ 2,529.12	\$ 3,453.06	273.7%
FFA	\$ 4,379.98	\$ 3,280.00	\$ -	\$ 3,280.00	\$ 1,740.00	\$ -	\$ 5,919.98	35.2%
FCCLA	\$ 12,783.51	\$ -	\$ 126.00	\$ 23,135.00	\$ 29,261.78	\$ -	\$ 6,656.73	-47.9%
National Honor Society	\$ 737.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737.48	0.0%
January 2025 Totals	\$ 28,086.43	\$ 9,274.80	\$ 2,253.00	\$ 48,879.58	\$ 45,441.02	\$ -	\$ 31,524.99	12.2%

FINANCIAL REPORT

CASH FLOW | END OF FEBRUARY 2025

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Ending Balance	Change from Previous Month
State Bank of Taunton [0200]	General	\$ 123,764.09		\$ 678,870.51	\$ 586,295.20	\$ 216,339.40	\$ 92,575.31
State Bank of Taunton [0218]	Student Activities	\$ 24,503.19		\$ 9,274.80	\$ 2,253.00	\$ 31,524.99	\$ 7,021.80
State Bank of Taunton [0226]	Petty Cash	\$ 1,450.00		\$ -	\$ -	\$ 1,450.00	\$ -
State Bank of Taunton [0234]	Payroll	\$ -		\$ 275,331.12	\$ 275,331.12	\$ -	\$ -
PMA-MN Trust [2023A]	2023A	\$ 697,553.92	\$ 1,258.29	\$ 125.00	\$ -	\$ 698,937.21	\$ 1,383.29
PMA-MN Trust [2023B]	2023B	\$ 1,929,429.30	\$ 3,035.57	\$ 250.00	\$ -	\$ 1,932,714.87	\$ 3,285.57
PMA-MN Trust	Investments	\$ 2,241,436.63	\$ 4,561.64	\$ 554,422.47	\$ 650,000.00	\$ 2,150,420.74	\$ (91,015.89)
End of February 2025 Statement Totals: All Depositories		\$ 5,018,137.13	\$ 8,855.50	\$ 1,518,273.90	\$ 1,513,879.32	\$ 5,031,387.21	\$ 13,250.08
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	
Net Changes From February 1 through February 28		\$ (1,102,654.23)	\$ (6,659.14)	\$ (376,073.60)	\$ (1,498,637.05)	\$ 13,250.08	
Net Cash Flow Increase From February 1, 2025 to February 28, 2025						\$ 13,250.08	





MNTrust Monthly Statement

Minneota ISD #414

Activity Summary (31273-101) Operating

2/1/2025 - 2/28/2025

Investment Pool Summary		IS
Beginning Balance		\$2,241,436.63
Dividends		\$4,561.64
Purchases		\$554,422.47
Redemptions		(\$1,364,900.00)
Ending Balance		\$1,435,520.74
Average Monthly Rate		4.323%
Share Price		\$1.000
Total		\$1,435,520.74

Total Fixed Income	\$714,900.00
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Account Total	\$2,150,420.74
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MNTrust Monthly Statement

Minneota ISD #414

Transaction Activity (31273-101) Operating

IS 2/1/2025 - 2/28/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11241268	02/04/2025	02/04/2025	State Funds Purchase, ISD 0414	\$0.00	\$120.00	\$1.000	120.000
11241805	02/04/2025	02/04/2025	Phone FRI Redemption	(\$714,900.00)	\$0.00	\$1.000	(714,900.000)
11242974	02/05/2025	02/05/2025	Online Wire Redemption	(\$350,000.00)	\$0.00	\$1.000	(350,000.000)
11250211	02/14/2025	02/14/2025	State Funds Purchase, ISD 0414	\$0.00	\$210,879.84	\$1.000	210,879.840
11256606	02/24/2025	02/24/2025	Online Wire Redemption	(\$300,000.00)	\$0.00	\$1.000	(300,000.000)
11262117	02/28/2025	02/28/2025	State Funds Purchase, ISD 0414	\$0.00	\$343,422.63	\$1.000	343,422.630
11271442	02/28/2025	02/28/2025	Dividend Reinvest	\$0.00	\$4,561.64	\$1.000	4,561.640
				(\$1,364,900.00)	\$558,984.11		(805,915.890)

Beginning Balance: \$2,241,436.63 | Ending Balance: \$1,435,520.74



MNTrust Monthly Statement

Minneota ISD #414

Fixed Income Investments

Purchase 2/1/2025 - 2/28/2025

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
CD	1373684-1	02/04/2025	02/04/2025	02/04/2026	T Bank, National Association	\$239,800.00	4.179%	\$249,820.19
CD	1373683-1	02/04/2025	02/04/2025	02/04/2026	GBank	\$239,800.00	4.177%	\$249,816.45
CD	1373682-1	02/04/2025	02/04/2025	07/28/2026	Cornerstone Bank	\$235,300.00	4.149%	\$249,715.77
						\$714,900.00		\$749,352.41



MNTrust Monthly Statement

Minneota ISD #414

Current Portfolio

2/28/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				02/28/2025		IS Account Balance	\$1,435,520.74	4.323%	\$1.000	\$1,435,520.74	\$1,435,520.74
CD	N	1373684-1	02/04/2025	02/04/2025	02/04/2026	T Bank, National Association, TX	\$239,800.00	4.179%		\$249,820.19	\$239,800.00
CD	N	1373683-1	02/04/2025	02/04/2025	02/04/2026	GBank, NV	\$239,800.00	4.177%		\$249,816.45	\$239,800.00
CD	N	1373682-1	02/04/2025	02/04/2025	07/28/2026	Cornerstone Bank, NE	\$235,300.00	4.149%		\$249,715.77	\$235,300.00
							\$2,150,420.74			\$2,184,873.15	\$2,150,420.74

Time and Dollar Weighted Average Portfolio Yield: 4.166%

Weighted Average Portfolio Maturity: 398.27 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	66.755%	\$1,435,520.74	IS Account
CD	33.245%	\$714,900.00	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
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MNTrust Monthly Statement

Minneota ISD #414

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

2/1/2025 - 2/28/2025

Investment Pool Summary		IS
Beginning Balance		\$379,401.58
Dividends		\$1,258.29
Purchases		\$125.00
Redemptions		\$0.00
Ending Balance		\$380,784.87
Average Monthly Rate		4.323%
Share Price		\$1.000
Total		\$380,784.87
Total Fixed Income		\$318,152.34
Account Total		\$698,937.21

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MNTrust Monthly Statement

Minnesota ISD #414

Transaction Activity (31273-201) 2023A Bonds

IS 2/1/2025 - 2/28/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11261691	02/28/2025	02/28/2025	FRI Interest Purchase, SEC-61804-1 US TREASURY N/B, 91282CAJ0	\$0.00	\$125.00	\$1.000	125.000
11271443	02/28/2025	02/28/2025	Dividend Reinvest	\$0.00	\$1,258.29	\$1.000	1,258.290
				\$0.00	\$1,383.29		1,383.290

Beginning Balance: \$379,401.58 | Ending Balance: \$380,784.87



MNTrust Monthly Statement

Minneota ISD #414

Fixed Income Investments

Interest 2/1/2025 - 2/28/2025

Type	Holding Id	Trade Date	Description	Interest
SEC	61804-1	02/28/2025	US TREASURY N/B, 91282CAJ0, Coupon Payment	\$125.00
				\$125.00



MNTrust Monthly Statement

Minneota ISD #414

Current Portfolio

2/28/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				02/28/2025		IS Account Balance	\$380,784.87	4.323%	\$1.000	\$380,784.87	\$380,784.87
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	\$98,037.50
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
							\$698,937.21			\$730,405.25	\$705,572.37

Time and Dollar Weighted Average Portfolio Yield: 5.027%

Weighted Average Portfolio Maturity: 191.68 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	54.481%	\$380,784.87	IS Account
SEC	13.077%	\$91,402.34	Securities
CD	32.442%	\$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

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

2/1/2025 - 2/28/2025

Investment Pool Summary		IS
Beginning Balance		\$915,282.42
Dividends		\$3,035.57
Purchases		\$250.00
Redemptions		\$0.00
Ending Balance		\$918,567.99
Average Monthly Rate		4.323%
Share Price		\$1.000
Total		\$918,567.99
Total Fixed Income		\$1,014,146.88
Account Total		\$1,932,714.87

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MNTrust Monthly Statement

Minneota ISD #414

Transaction Activity (31273-202) 2023B Taxable Bonds

IS 2/1/2025 - 2/28/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11261692	02/28/2025	02/28/2025	FRI Interest Purchase, SEC-61803-1 US TREASURY N/B, 91282CAJ0	\$0.00	\$250.00	\$1.000	250.000
11271444	02/28/2025	02/28/2025	Dividend Reinvest	\$0.00	\$3,035.57	\$1.000	3,035.570
				\$0.00	\$3,285.57		3,285.570

Beginning Balance: \$915,282.42 | Ending Balance: \$918,567.99



MNTrust Monthly Statement

Minneota ISD #414

Fixed Income Investments

Interest 2/1/2025 - 2/28/2025

Type	Holding Id	Trade Date	Description	Interest
SEC	61803-1	02/28/2025	US TREASURY N/B, 91282CAJ0, Coupon Payment	\$250.00
				\$250.00



MNTrust Monthly Statement

Minneota ISD #414

Current Portfolio

2/28/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				02/28/2025		IS Account Balance	\$918,567.99	4.323%	\$1.000	\$918,567.99	\$918,567.99
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	\$196,075.00
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
							\$1,932,714.87			\$2,029,288.03	\$1,945,992.99

Time and Dollar Weighted Average Portfolio Yield: 5.010%

Weighted Average Portfolio Maturity: 150.12 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	47.527%	\$918,567.99	IS Account
CD	43.015%	\$831,350.00	Certificate of Deposit
SEC	9.458%	\$182,796.88	Securities

Index

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

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Deposit Codes

N | Single FEIN

Security Codes

6 | Treasury Note

FINANCIAL REPORT

ALL FUNDS | EXPENSES & REVENUES

Sequence: L, Fd			202308			202408			202508		
Description			Budget BUD23	Year to Date	%	Budget BUD24	Year to Date	%	Budget BUD25	Year to Date	%
E	Expenditure										
01	General Fund		7,503,210.00	4,546,222.65	61%	7,904,910.00	4,659,192.72	59%	7,927,517.00	4,650,274.89	59%
02	Food Service Fund		383,205.00	253,249.38	66%	475,972.00	297,621.43	63%	517,663.00	296,767.39	57%
04	Community Service		173,307.00	153,058.94	88%	240,967.00	142,006.51	59%	253,575.00	142,707.07	56%
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	1,175,505.00	100%	1,177,800.00	1,172,850.00	100%	1,545,578.00	1,545,577.50	100%
E	Expenditure		9,235,227.00	6,128,035.97	66%	9,835,649.00	6,307,049.44	64%	10,508,691.00	6,635,326.85	63%
R	Revenue										
01	General Fund		(7,124,167.00)	(3,291,733.53)	46%	(7,760,002.00)	(3,747,921.90)	48%	(7,967,047.00)	(4,018,102.27)	50%
02	Food Service Fund		(401,540.00)	(222,567.55)	55%	(497,500.00)	(265,791.21)	53%	(501,520.00)	(225,355.13)	45%
04	Community Service		(158,930.00)	(72,239.65)	45%	(174,041.00)	(94,187.01)	54%	(191,756.00)	(109,185.15)	57%
06	Building Construction Fund		0.00	0.00	0%	(2,635,533.00)	(2,578,270.23)	98%	(85,000.00)	(68,574.36)	81%
07	Debt Service Fund		(1,162,368.00)	(526,076.14)	45%	(1,178,297.00)	(975,727.36)	83%	(1,714,917.00)	(1,277,654.47)	75%
21	Student Activity Account		0.00	(4,276.05)	0%	0.00	(8,744.14)	0%	0.00	(9,258.97)	0%
R	Revenue		(8,847,005.00)	(4,116,892.92)	47%	(12,245,373.00)	(7,670,641.85)	63%	(10,460,240.00)	(5,708,130.35)	55%



FINANCIAL REPORT

FUND 1 | REVENUES BY SOURCE

Sequence: Fd, O/S

Description	202308			202408			202508		
	Budget BUD23	Year to Date	%	Budget BUD24	Year to Date	%	Budget BUD25	Year to Date	%
01 General Fund									
000 Local Revenues	(1,682,121.00)	(412,509.24)	25%	(1,818,631.00)	(795,073.20)	44%	(1,630,758.00)	(721,082.98)	44%
200 State Revenues	(4,275,406.00)	(2,259,806.47)	53%	(4,710,481.00)	(2,745,874.51)	58%	(4,861,105.00)	(2,494,347.18)	51%
	(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%	(23,662.00)	(14,602.28)	62%
300 State Revenues	(672,569.00)	(315,745.34)	47%	(1,017,477.00)	(194,797.02)	19%	(1,185,850.00)	(674,943.94)	57%
400 Federal Revenues from State	(231,344.00)	(32,319.25)	14%	(148,519.00)	(2,053.07)	1%	(225,686.00)	(114,113.01)	51%
500 Federal Revenues from Fed Sou	(48,909.00)	(2,665.00)	5%	(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)	(3,291,733.53)	46%	(7,760,002.00)	(3,747,921.90)	48%	(7,967,047.00)	(4,018,102.27)	50%



FINANCIAL REPORT

FUND 1 | EXPENSES BY OBJECT

Sequence: Fd, O/S		202308			202408			202508		
Description		Budget	Year to Date	%	Budget	Year to Date	%	Budget	Year to Date	%
		BUD23			BUD24			BUD25		
01 General Fund										
100 Salaries & Wages		3,939,478.00	2,272,791.23	58%	4,295,935.00	2,448,018.75	57%	4,422,543.00	2,338,059.75	53%
200 Employee Benefits		932,965.00	502,496.47	54%	1,119,935.00	600,009.92	54%	1,128,066.00	551,885.11	49%
300 Purchased Services		1,487,992.00	1,009,055.89	68%	1,443,025.00	911,312.08	63%	1,533,847.00	924,808.60	60%
400 Supplies & Materials		890,330.00	503,516.80	57%	787,395.00	484,026.71	61%	619,699.00	631,461.32	102%
500 Capital Expenditures		223,137.00	236,819.06	106%	234,000.00	200,427.47	86%	193,612.00	187,012.79	97%
800 Other Expenditures		29,308.00	21,543.20	74%	24,620.00	15,397.79	63%	29,750.00	17,047.32	57%
01 General Fund		7,503,210.00	4,546,222.65	61%	7,904,910.00	4,659,192.72	59%	7,927,517.00	4,650,274.89	59%

Minneota Public School
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General Fund	\$420,673.97
02	Food Service Fund	\$52,529.02
04	Community Service	\$2,094.15
07	Debt Service Fund	\$550.00
21	Student Activity Account	\$2,253.00
Report Total		\$478,100.14

Minneota Public School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SA	25887	00505		THE MINNEOTA MASCOT		Check			
			R 21 005 298 905 301 619	FCCLA Expenses			\$126.00		
PO#:	Voucher #:	50015	Invoice	Invoice No: Feb25FCCLA	2/28/2025	Paid Amt:	\$126.00		
						Check Amount:	\$126.00		
SA	25888	4571		Southwest Nutrition		Check			
			R 21 005 298 901 301 619	Feb25 Student Council			\$267.00		
PO#:	Voucher #:	50016	Invoice	Invoice No: Feb25 Student	2/28/2025	Paid Amt:	\$267.00		
						Check Amount:	\$267.00		
SA	25890	2735		Wyhe's Choice Fundraising		Check			
			R 21 005 298 902 301 619	Junior Class Expenses			\$1,860.00		
PO#:	Voucher #:	50017	Invoice	Invoice No: Feb25 Junior	2/28/2025	Paid Amt:	\$1,860.00		
						Check Amount:	\$1,860.00		
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01 215 013	ST TAX			\$6,168.72		
PO#:	Voucher #:	49952	Invoice	Invoice No: S2025160	2/26/2025	Paid Amt:	\$6,168.72		
						Check Amount:	\$6,168.72		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA			\$7,402.89		
PO#:	Voucher #:	49953	Invoice	Invoice No: S2025160	2/26/2025	Paid Amt:	\$7,402.89		
						Check Amount:	\$7,402.89		
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA			\$23,075.10		
PO#:	Voucher #:	49955	Invoice	Invoice No: S2025160	2/26/2025	Paid Amt:	\$23,075.10		
						Check Amount:	\$23,075.10		
SBT	2313			Educators Benefit Consultants		Wire			
			B 01 215 000	PAYROLL DEDUCTIONS			\$1,613.88		
			B 01 215 085	MED FSA			\$825.00		
			B 01 215 086	PAYROLL DEDUCTIONS			\$645.83		
PO#:	Voucher #:	49948	Invoice	Invoice No: S2025160	2/26/2025	Paid Amt:	\$3,084.71		
						Check Amount:	\$3,084.71		
SBT	3017			EFTPS		Wire			
			B 01 215 010	FICA/MD			\$28,622.94		
			B 01 215 011	FED TAX			\$11,145.85		
PO#:	Voucher #:	49950	Invoice	Invoice No: S2025160	2/26/2025	Paid Amt:	\$39,768.79		
						Check Amount:	\$39,768.79		

Detail Payment Register By Check

3/18/2025

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Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3022			Common Remitter		Wire		
			B 01 215 005	PAYANNU			\$5,532.11	
PO#:	Voucher #:	49956	Invoice	Invoice No: S2025160	2/26/2025	Paid Amt:	\$5,532.11	
			B 01 215 005	PAYANNU			\$200.34	
PO#:	Voucher #:	49954	Invoice	Invoice No: S2025160	2/26/2025	Paid Amt:	\$200.34	
			B 01 215 005	PAYANNU			\$695.29	
PO#:	Voucher #:	49949	Invoice	Invoice No: S2025160	2/26/2025	Paid Amt:	\$695.29	
						Check Amount:	\$6,427.74	
SBT	00602			Performance Foodservice - Marshall		Wire		
			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	2/27/2025	Paid Amt:	\$22,215.99	
						Check Amount:	\$22,215.99	
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire		
			B 01 215 027	Group Health Insurance			\$33,778.02	
PO#:	Voucher #:	49982	Invoice	Invoice No: 01 Feb 2025	2/28/2025	Paid Amt:	\$33,778.02	
						Check Amount:	\$33,778.02	
SBT	4275			Northeast Service Coop		Wire		
			B 01 215 032	Group Dental Insurance			\$1,978.00	
PO#:	Voucher #:	49979	Invoice	Invoice No: 2124	3/3/2025	Paid Amt:	\$1,978.00	
						Check Amount:	\$1,978.00	
SBT	00127			COMMISSIONER OF REVENUE		Wire		
			B 01 215 013	ST TAX			\$5,870.28	
PO#:	Voucher #:	50000	Invoice	Invoice No: S2025170	3/6/2025	Paid Amt:	\$5,870.28	
						Check Amount:	\$5,870.28	
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire		
			B 01 215 017	PERA			\$7,300.92	
PO#:	Voucher #:	50001	Invoice	Invoice No: S2025170	3/6/2025	Paid Amt:	\$7,300.92	
						Check Amount:	\$7,300.92	
SBT	00710			TEACHERS RETIREMENT		Wire		
			B 01 215 018	TRA			\$22,272.38	
PO#:	Voucher #:	50003	Invoice	Invoice No: S2025170	3/6/2025	Paid Amt:	\$22,272.38	
						Check Amount:	\$22,272.38	
SBT	2313			Educators Benefit Consultants		Wire		
			B 01 215 000	PAYROLL DEDUCTIONS			\$1,613.88	

Detail Payment Register By Check

3/18/2025

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Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	2313			Educators Benefit Consultants		Wire			
			B 01	215 085	MED FSA	\$825.00			
			B 01	215 086	PAYROLL DEDUCTIONS	\$645.83			
PO#:	Voucher #:	49996	Invoice	Invoice No: S2025170	3/6/2025	Paid Amt:	\$3,084.71		
						Check Amount:	\$3,084.71		
SBT	3017			EFTPS		Wire			
			B 01	215 010	FICA/MD	\$27,888.92			
			B 01	215 011	FED TAX	\$10,749.12			
PO#:	Voucher #:	49998	Invoice	Invoice No: S2025170	3/6/2025	Paid Amt:	\$38,638.04		
						Check Amount:	\$38,638.04		
SBT	3022			Common Remitter		Wire			
			B 01	215 005	PAYANNU	\$5,532.11			
PO#:	Voucher #:	50004	Invoice	Invoice No: S2025170	3/6/2025	Paid Amt:	\$5,532.11		
			B 01	215 005	PAYANNU	\$200.34			
PO#:	Voucher #:	50002	Invoice	Invoice No: S2025170	3/6/2025	Paid Amt:	\$200.34		
			B 01	215 005	PAYANNU	\$695.29			
PO#:	Voucher #:	49997	Invoice	Invoice No: S2025170	3/6/2025	Paid Amt:	\$695.29		
						Check Amount:	\$6,427.74		
SBT	2819			EMC Insurance Companies		Wire			
			E 01	005 760 000 720 340	Auto	\$632.54			
			E 01	005 940 000 000 340	Property, Liability	\$6,247.03			
PO#:	Voucher #:	50078	Invoice	Invoice No: 7002364194	3/12/2025	Paid Amt:	\$6,879.57		
						Check Amount:	\$6,879.57		
SBT	3034			elan Corporate		Wire			
			E 01	300 292 236 035 401	FCXJTU Digital Simple Stopwatch Timer, No Be	\$99.90			
			E 01	300 292 236 035 401	12 Pack Multi-Function Electronic Digital Sport S	\$20.99			
PO#: 11083	Voucher #:	50095	Invoice	Invoice No: 2/28/25 Stmt	3/17/2025	Paid Amt:	\$120.89		
			E 01	005 257 000 000 401	USB Flash Drives - 10 Pack - 64GB	\$54.99			
			E 01	005 257 000 000 401	USB Flash Drive - Single - 128 GB	\$9.49			
PO#: 11072	Voucher #:	50096	Invoice	Invoice No: 2/28/25 Stmt	3/17/2025	Paid Amt:	\$64.48		
			E 02	005 770 000 701 401	Battery Replacement for Lunch line Computer	\$44.61			
			E 02	005 770 000 701 401	Wireless Mouse - Lunchroom	\$9.68			
PO#: 11074	Voucher #:	50097	Invoice	Invoice No: 2/28/25 Stmt	3/17/2025	Paid Amt:	\$54.29		
			E 01	005 257 000 000 401	Replacement Battery For Patty's Laptop	\$45.33			
PO#: 11093	Voucher #:	50098	Invoice	Invoice No: 2/28/25 stmt	3/17/2025	Paid Amt:	\$45.33		
			E 01	100 203 022 000 430	36 Pcs Guided Reading Strips, Dyslexia Tools fc	\$15.61			
			E 01	100 203 022 000 430	CVC Word Games,Fridge Magnets for Kids,Mac	\$14.99			

Detail Payment Register By Check

3/18/2025

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Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01	100 203 022 000 430	Aizweb 28 Pack Number Line Dry Erase Board (\$14.99		
			E 01	100 203 022 000 430	Freight	\$3.98		
PO#: 11087	Voucher #:	50099	Invoice	Invoice No: 2/28/25 Stmt	3/17/2025	Paid Amt:	\$49.57	
		E 01	300 294 221 000 401	MatBoss VideoStats Subscription One season o	\$599.00			
PO#: 11077	Voucher #:	50100	Invoice	Invoice No: 2/28/25 Stmt	3/17/2025	Paid Amt:	\$599.00	
		E 01	005 720 000 000 401	NARCAN Nasal Spray 4 mg, Emergency Treatr	\$134.91			
PO#: 11081	Voucher #:	50101	Invoice	Invoice No: 2/28/25 stmt	3/17/2025	Paid Amt:	\$134.91	
		E 01	005 257 000 000 401	Lenovo 65W type c Chargers	\$209.90			
PO#: 11082	Voucher #:	50102	Invoice	Invoice No: 2/28/25 Stmt	3/17/2025	Paid Amt:	\$209.90	
		E 01	100 219 000 317 430	PUKAMI Criss Cross Chair,Armless Cross Legc	\$56.99			
		E 01	100 219 000 317 430	Freight	\$2.70			
PO#: 11086	Voucher #:	50103	Invoice	Invoice No: 2/28/25 Stmt	3/17/2025	Paid Amt:	\$59.69	
		E 01	005 110 000 000 401	Missing Walmart Receipt	\$174.24			
		E 01	005 110 000 000 401	Missing Amazon Receipt	\$50.15			
PO#:	Voucher #:	50104	Invoice	Invoice No: 2/28/2025 Stmt	3/17/2025	Paid Amt:	\$224.39	
		E 01	100 203 021 000 430	J Bradley Classroom Supplies	\$94.54			
		E 01	100 203 022 000 430	K Dalager Classroom Supplies	\$34.57			
		E 01	100 203 033 000 430	K Buysse Classroom Supplies	\$12.50			
		E 01	100 203 030 000 430	Josephson Classroom Supplies	\$175.93			
		E 01	005 640 000 316 366	Staff Development - All Levels	\$4,942.79			
		E 01	100 203 035 000 401	Viking Valor Supplies	\$53.84			
		E 04	005 582 000 344 401	School Readiness Supplies	\$192.23			
		E 01	300 298 000 000 305	RSchool Today	\$890.00			
		E 01	005 620 000 000 470	Library Grant Books	\$696.95			
		E 01	300 790 000 000 369	High School Field Trips	\$730.00			
		E 01	100 216 000 401 433	S Schultze Classroom Supplies	\$158.05			
		E 01	005 760 000 720 440	Fuel	\$63.20			
		E 01	005 110 000 000 329	Postage	\$33.94			
		E 01	005 400 000 372 305	MA Billing System	\$730.00			
		E 01	100 203 029 000 430	K Gades Elementary Supplies	\$20.49			
		E 01	300 294 211 000 366	Football Coaches Clinic	\$100.00			
		E 01	300 298 000 000 401	Aplice Subscriptions	\$12.74			
		R 01	005 000 000 000 099	B Marlyn Grant Books	\$5,664.33			
		E 01	300 296 228 000 401	Softball Supplies	\$242.54			
		E 01	300 292 209 000 401	Robotics Supplies	\$147.92			
		E 01	300 294 221 000 369	State Wrestling Travel	\$3,957.95			

Detail Payment Register By Check

3/18/2025

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Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	3034			elan Corporate		Wire			
			E 01	300 294 221 000 369	Student Council Supplies	\$15.23			
			E 01	100 203 000 000 401	Literacy Night Supplies	\$231.93			
PO#:	Voucher #:	50093	Invoice	Invoice No: 2/28/25 Stmt	3/17/2025	Paid Amt:	\$19,201.67		
			E 01	005 257 000 000 401	Lusweimi Tripod for iPad	\$55.58			
			E 01	005 257 000 000 401	16 device mobile charging station	\$197.99			
			E 01	005 257 000 000 401	Freight	\$15.18			
PO#: 11080	Voucher #:	50094	Invoice	Invoice No: 2/28/25 Stmt	3/17/2025	Paid Amt:	\$268.75		
						Check Amount:	\$21,032.87		
SBT	51591	3861		CASH		Check			
			E 01	300 294 221 000 369	Coaches Meals	\$840.00			
			E 01	300 294 221 000 369	Wrestler Meals	\$270.00			
PO#:	Voucher #:	49957	Invoice	Invoice No: State Wrestling 2025	2/26/2025	Paid Amt:	\$1,110.00		
						Check Amount:	\$1,110.00		
SBT	51592	2445		DEB JOHNSON		Check			
			E 01	005 105 000 000 305	2/11 Special Election	\$304.07			
PO#:	Voucher #:	49958	Invoice	Invoice No: 2/11 Special Electio	2/26/2025	Paid Amt:	\$304.07		
						Check Amount:	\$304.07		
SBT	51593	01568		Minneota Education Minnesota Organization		Check			
			B 01	215 028	DUES	\$1,266.70			
PO#:	Voucher #:	49951	Invoice	Invoice No: S2025160	2/26/2025	Paid Amt:	\$1,266.70		
						Check Amount:	\$1,266.70		
SBT	51594	3826		DARLA TIMMERMAN		Check			
			E 01	005 105 000 000 305	2/11 Special Election	\$175.00			
			E 01	005 105 000 000 305	Mileage	\$10.13			
PO#:	Voucher #:	49960	Invoice	Invoice No: 2/11 Special Electio	2/26/2025	Paid Amt:	\$185.13		
						Check Amount:	\$185.13		
SBT	51595	00612		RUTH BOT		Check			
			E 01	005 105 000 000 305	2/11 Special Election	\$420.00			
PO#:	Voucher #:	49959	Invoice	Invoice No: 2/11 Special Electio	2/26/2025	Paid Amt:	\$420.00		
						Check Amount:	\$420.00		
SBT	51596	01962		DAWN VLAMINCK		Check			
			E 01	005 105 000 000 305	2/11 Special Election	\$120.00			
PO#:	Voucher #:	49961	Invoice	Invoice No: 2/11 Special Electio	2/27/2025	Paid Amt:	\$120.00		
						Check Amount:	\$120.00		

Minneota Public School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51597	4522		Bekkem Gillund		Check
			E 01 300 298 000 000 185	2/4 BBB Worker		\$40.00
PO#:	Voucher #:	49973	Invoice	Invoice No: 2/4 BBB	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51598	4554		Brandon Castor		Check
			E 01 300 298 000 000 185	2/4 BBB Worker		\$40.00
PO#:	Voucher #:	49966	Invoice	Invoice No: 2/4 BBB	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51599	2940		Carmen Yost		Check
			E 01 300 298 000 000 185	2/4 BBB Worker		\$40.00
PO#:	Voucher #:	49969	Invoice	Invoice No: 2/4 BBB	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51600	4550		Carson Becker		Check
			E 01 300 298 000 000 185	2/4 BBB Worker		\$40.00
PO#:	Voucher #:	49964	Invoice	Invoice No: 2/4 BBB	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51601	4460		Janet Faris		Check
			E 01 300 298 000 000 185	2/4 BBB Worker		\$40.00
PO#:	Voucher #:	49967	Invoice	Invoice No: 2/4 BBB	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51602	1107		KEVEN LARSON		Check
			E 01 300 294 213 000 305	1/20 BBB Official		\$60.00
PO#:	Voucher #:	49962	Invoice	Invoice No: 1/20 BBB	3/3/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51603	3403		Kim Gades		Check
			E 01 300 298 000 000 185	2/4 BBB Worker		\$40.00
PO#:	Voucher #:	49968	Invoice	Invoice No: 2/4 BBB	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51604	4029		LOGAN SUSSNER		Check
			E 01 300 298 000 000 185	2/4 BBB Worker		\$40.00
PO#:	Voucher #:	49970	Invoice	Invoice No: 2/4 BBB	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51605	4553		Maryls Skaar		Check
			E 01 300 298 000 000 185	2/4 BBB Worker		\$40.00
PO#:	Voucher #:	49972	Invoice	Invoice No: 2/4 BBB	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00

Minneota Public School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51606	4298		Mason Sellner		Check			
			E 01	300 294 213 000 305	1/20 BBB Official	\$60.00			
PO#:	Voucher #:	49963	Invoice	Invoice No:	1/20 BBB Official	3/3/2025	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	51607	3590		ROBIN L. TRAEN		Check			
			E 01	300 298 000 000 185	2/4 BBB Official	\$50.00			
PO#:	Voucher #:	49965	Invoice	Invoice No:	2/4 BBB	3/3/2025	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
SBT	51608	2728		Sarah Stassen		Check			
			E 01	300 298 000 000 185	2/4 BBB Worker	\$40.00			
PO#:	Voucher #:	49971	Invoice	Invoice No:	2/4 BBB	3/3/2025	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
SBT	51609	1351		Zita Miskinis		Check			
			E 01	300 298 000 000 185	2/4 BBB Worker	\$40.00			
PO#:	Voucher #:	49974	Invoice	Invoice No:	2/4 BBB	3/3/2025	Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
SBT	51610	4322		AFSCME		Check			
			B 01	215 027	2/10 Dues	\$386.76			
			B 01	215 027	2/25 Dues	\$386.76			
PO#:	Voucher #:	49978	Invoice	Invoice No:	February Dues	3/3/2025	Paid Amt:	\$773.52	
							Check Amount:	\$773.52	
SBT	51611	00017		AMERICAN FAMILY ASSURANCE		Check			
			B 01	215 026	February Group Cancer	\$996.12			
PO#:	Voucher #:	49976	Invoice	Invoice No:	069164	3/3/2025	Paid Amt:	\$996.12	
							Check Amount:	\$996.12	
SBT	51612	01418		HORACE MANN		Check			
			B 01	215 051	KL Auto Insurance	\$495.84			
			B 01	215 051	JV Auto Insurance	\$42.46			
PO#:	Voucher #:	49975	Invoice	Invoice No:	220034A	3/3/2025	Paid Amt:	\$538.30	
							Check Amount:	\$538.30	
SBT	51613	1080		MN NCPERS Life Insurance		Check			
			B 01	215 025	SB Life	\$16.00			
PO#:	Voucher #:	49977	Invoice	Invoice No:	185001032025	3/3/2025	Paid Amt:	\$16.00	
							Check Amount:	\$16.00	

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Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51614	2490		USAbile Life		Check
			B 01 215 027	Group Life Insurance		\$154.00
PO#:	Voucher #:	49980	Invoice	Invoice No: 01 Mar 25	3/3/2025	Paid Amt: \$154.00
						Check Amount: \$154.00
SBT	51615	4518		VSP Insurance Co (CT)		Check
			B 01 215 034	February Group Insurance		\$195.76
PO#:	Voucher #:	49981	Invoice	Invoice No: 822237249	3/3/2025	Paid Amt: \$195.76
						Check Amount: \$195.76
SBT	51616	4522		Bekkem Gillund		Check
			E 01 300 298 000 000 185	February Games		\$40.00
PO#:	Voucher #:	49986	Invoice	Invoice No: February Games	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51617	4554		Brandon Castor		Check
			E 01 300 298 000 000 185	February Games		\$120.00
PO#:	Voucher #:	49984	Invoice	Invoice No: February Games	3/3/2025	Paid Amt: \$120.00
						Check Amount: \$120.00
SBT	51618	4448		Brian Rodas		Check
			E 01 300 298 000 000 185	February Games		\$80.00
PO#:	Voucher #:	49989	Invoice	Invoice No: February Games	3/3/2025	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	51619	4566		Brilee Anderson		Check
			E 01 300 298 000 000 185	February Games		\$80.00
PO#:	Voucher #:	49990	Invoice	Invoice No: February Games	3/3/2025	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	51620	4550		Carson Becker		Check
			E 01 300 298 000 000 185	February Games		\$240.00
PO#:	Voucher #:	49983	Invoice	Invoice No: ExtraCurricular Game	3/3/2025	Paid Amt: \$240.00
						Check Amount: \$240.00
SBT	51621	4552		Imogen Moriarty		Check
			E 01 300 298 000 000 185	February Games		\$80.00
PO#:	Voucher #:	49993	Invoice	Invoice No: February Games	3/3/2025	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	51622	4457		Jackie Lacek		Check
			E 01 300 298 000 000 185	February Games		\$160.00
PO#:	Voucher #:	49987	Invoice	Invoice No: February Games	3/3/2025	Paid Amt: \$160.00
						Check Amount: \$160.00

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Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51623	4231		JASMINE DESMET		Check
			E 01 300 298 000 000 185	February Games		\$120.00
PO#:	Voucher #:	49985	Invoice	Invoice No: February Games	3/3/2025	Paid Amt: \$120.00
						Check Amount: \$120.00
SBT	51624	2385		JASON MYHRE		Check
			E 01 300 298 000 000 185	February Games		\$40.00
PO#:	Voucher #:	49992	Invoice	Invoice No: February Game	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51625	4240		JEREN ROST		Check
			E 01 300 298 000 000 185	February Games		\$160.00
PO#:	Voucher #:	49988	Invoice	Invoice No: February Games	3/3/2025	Paid Amt: \$160.00
						Check Amount: \$160.00
SBT	51626	4569		Josh Anderson		Check
			E 01 300 298 000 000 185	February Games		\$80.00
PO#:	Voucher #:	49994	Invoice	Invoice No: February Games	3/3/2025	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	51627	3303		Legal Shield		Check
			B 01 215 033	Group Legal		\$181.40
PO#:	Voucher #:	49995	Invoice	Invoice No: 02/15/2025	3/3/2025	Paid Amt: \$181.40
						Check Amount: \$181.40
SBT	51628	4029		LOGAN SUSSNER		Check
			E 01 300 298 000 000 185	February Games		\$40.00
PO#:	Voucher #:	49991	Invoice	Invoice No: February Games	3/3/2025	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	51629	01568		Minneota Education Minnesota Organization		Check
			B 01 215 028	DUES		\$1,266.70
PO#:	Voucher #:	49999	Invoice	Invoice No: S2025170	3/6/2025	Paid Amt: \$1,266.70
						Check Amount: \$1,266.70
SBT	51630	4009		AG PLUS COOPERATIVE		Check
			E 01 005 760 000 720 440	Van Fuel		\$519.46
			E 01 300 298 239 000 401	Concessions		\$109.15
PO#:	Voucher #:	50023	Invoice	Invoice No: 2/28/25 Stmt	3/10/2025	Paid Amt: \$628.61
						Check Amount: \$628.61
SBT	51631	4250		American Welding & Gas, Inc		Check
			E 01 300 301 000 830 433	Nozzle - Large Flush Copper		\$150.00
PO#:	Voucher #:	50027	Invoice	Invoice No: 0010663491	3/10/2025	Paid Amt: \$150.00

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51631	4250		American Welding & Gas, Inc		Check		
			E 01 300 301 000 830 433	Blue Reinforced Welding Gloves			\$75.00	
PO#:	Voucher #:	50028	Invoice	Invoice No: 0010663490	3/10/2025	Paid Amt:	\$75.00	
			E 01 300 301 000 830 433	Welding Supplies			\$73.94	
PO#:	Voucher #:	50029	Invoice	Invoice No: 0010686686	3/10/2025	Paid Amt:	\$73.94	
						Check Amount:	\$298.94	
SBT	51632	4572		Amie Ascherman		Check		
			E 04 005 505 280 321 185	Comm Ed Basketball			\$167.00	
PO#:	Voucher #:	50030	Invoice	Invoice No: Comm Ed Basketball	3/10/2025	Paid Amt:	\$167.00	
						Check Amount:	\$167.00	
SBT	51633	2347		Avera Marshall Regional Med Ct		Check		
			E 01 300 298 000 000 305	11/17 - 12/14			\$1,325.00	
			E 01 300 298 000 000 305	12/15 - 1/25			\$1,473.20	
PO#:	Voucher #:	50031	Invoice	Invoice No: CINV-001689	3/10/2025	Paid Amt:	\$2,798.20	
						Check Amount:	\$2,798.20	
SBT	51634	2927		Big Stone Therapies, Inc.		Check		
			E 01 005 404 000 740 394	PT			\$430.44	
			E 01 005 404 000 740 394	PT Drive Time			\$62.56	
			E 01 005 404 000 740 394	PT Assistant			\$442.00	
			E 01 005 404 000 740 394	PT Mileage			\$13.30	
PO#:	Voucher #:	50032	Invoice	Invoice No: 28360	3/10/2025	Paid Amt:	\$948.30	
						Check Amount:	\$948.30	
SBT	51635	1923		BLICK ART MATERIALS, LLC		Check		
			E 01 300 212 000 000 430	Golden Heavy Body Artist Acrylics - Primary Cya			\$21.77	
			E 01 300 212 000 000 430	00620-5748 Golden Heavy Body Artist Acrylics -			\$25.19	
			E 01 300 212 000 000 430	Golden Heavy Body Acrylic Paint - Medium Mag			\$23.09	
			E 01 300 212 000 000 430	00620-3814 Golden Heavy Body Artist Acrylics			\$16.73	
			E 01 300 212 000 000 430	Golden Heavy Body Artist Acrylics - Fluorescent			\$10.13	
			E 01 300 212 000 000 430	Golden Heavy Body Artist Acrylics - Cadmium Ye			\$35.02	
			E 01 300 212 000 000 430	00620-5185 Golden Heavy Body Artist Acrylics			\$27.77	
			E 01 300 212 000 000 430	Golden Heavy Body Artist Acrylics - Light Magen			\$14.99	
			E 01 300 212 000 000 430	Utrecht Artists' Acrylic Gel Medium - Gloss Gel I			\$90.16	
			E 01 300 212 000 000 430	00711-1027 Blickrylic Polymer Gloss Medium			\$64.88	
			E 01 300 212 000 000 430	Krylon Crystal Clear Acrylic Coating - 6 oz, Spra			\$44.25	
PO#:	Voucher #:	50033	Invoice	Invoice No: 4937272	3/10/2025	Paid Amt:	\$373.98	
						Check Amount:	\$373.98	

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51636	2323		Borch Sporting Goods		Check			
			E 01	300 294 215 000 401	Rawlings Big Stick Maple	\$145.00			
			E 01	300 294 215 000 401	MLB Prime Maple	\$165.00			
PO#:	Voucher #:	50034	Invoice	Invoice No: AAWQ003155-W00	3/10/2025	Paid Amt:	\$310.00		
						Check Amount:	\$310.00		
SBT	51637	4573		Brandon Paluch		Check			
			E 04	005 505 280 321 185	Comm Ed Basketball	\$500.00			
PO#:	Voucher #:	50035	Invoice	Invoice No: Comm Ed Basketball	3/10/2025	Paid Amt:	\$500.00		
						Check Amount:	\$500.00		
SBT	51638	3033		Carolina Biological Supply		Check			
			E 01	300 260 000 000 430	Formalin Frog 5"+ Single Injection Bulk Bag	\$406.10			
			E 01	300 260 000 000 430	Freight	\$36.89			
PO#: 11075	Voucher #:	50036	Invoice	Invoice No: 52888162RI	3/10/2025	Paid Amt:	\$442.99		
						Check Amount:	\$442.99		
SBT	51639	4099		Cole Papers Inc		Check			
			E 01	005 810 000 000 350	Controller Kit	\$1,852.86			
			E 01	005 810 000 000 350	Harness Kit Tank	\$1,177.72			
			E 01	005 810 000 000 350	Labor	\$840.00			
PO#:	Voucher #:	50037	Invoice	Invoice No: 10522621	3/10/2025	Paid Amt:	\$3,870.58		
						Check Amount:	\$3,870.58		
SBT	51640	4208		COORDINATED BUSINESS SYSTEMS		Check			
			E 01	005 257 000 302 560	Monthly Statement	\$3,332.20			
PO#:	Voucher #:	50038	Invoice	Invoice No: INV445044	3/10/2025	Paid Amt:	\$3,332.20		
						Check Amount:	\$3,332.20		
SBT	51641	4574		DSC Communications		Check			
			E 01	005 257 000 000 401	Shipping and Handling for Battery Replacement	\$9.00			
PO#:	Voucher #:	50039	Invoice	Invoice No: 2502258	3/10/2025	Paid Amt:	\$9.00		
						Check Amount:	\$9.00		
SBT	51642	4094		ESJD - SIOUX FALLS		Check			
			E 02	005 770 000 701 495	Milk	\$3,705.60			
			E 02	005 770 000 701 490	Food	\$18.13			
PO#:	Voucher #:	50024	Invoice	Invoice No: 2/28/25 Stmt	3/10/2025	Paid Amt:	\$3,723.73		
						Check Amount:	\$3,723.73		
SBT	51643	01527		FRANKS ELECTRIC & PLUMBING INC		Check			
			E 01	005 865 000 381 350	Water Leak in Ceiling	\$80.00			
PO#:	Voucher #:	50040	Invoice	Invoice No: 26672-C	3/10/2025	Paid Amt:	\$80.00		

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51643	01527		FRANKS ELECTRIC & PLUMBING INC		Check
			E 01 005 865 000 381 350	Snake Toilet in Restroom		\$80.00
			E 01 005 865 000 381 350	Practice Gym Restroom		\$189.21
			E 01 005 865 000 381 350	Cleaned Urinal		\$80.00
PO#:	Voucher #:	50041	Invoice	Invoice No: 26649-C	3/10/2025	Paid Amt: \$349.21 Check Amount: \$429.21
SBT	51644	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		\$177.74
			E 01 300 260 000 000 430	Science Supplies		\$11.98
PO#:	Voucher #:	50042	Invoice	Invoice No: 2/28/25 Stmt	3/10/2025	Paid Amt: \$214.15 Check Amount: \$214.15
SBT	51645	00352		J W PEPPER OF MINNEAPOLIS		Check
			E 01 300 258 233 000 350	1003219 Morceau de Concert Horn Solo by Sai		\$15.98
			E 01 300 258 233 000 350	Freight		\$7.99
PO#: 11078	Voucher #:	50018	Invoice	Invoice No: 367363255	3/10/2025	Paid Amt: \$23.97 Check Amount: \$23.97
SBT	51646	4336		Jessica Verly		Check
			E 01 005 760 000 723 360	Transportation Agreement - 2/25 - 3/4		\$659.48
PO#:	Voucher #:	50019	Invoice	Invoice No: 2/25 - 3/4	3/10/2025	Paid Amt: \$659.48 Check Amount: \$659.48
SBT	51647	00385		JOSTEN'S		Check
			E 01 005 010 000 000 401	Diploma		\$5.70
			E 01 005 010 000 000 401	Shipping		\$12.95
PO#:	Voucher #:	50043	Invoice	Invoice No: 36001895	3/10/2025	Paid Amt: \$18.65 Check Amount: \$18.65
SBT	51648	3794		LIPINSKI SMALL ENGINE & HARDWARE		Check
			E 01 005 760 000 720 350	1445 Outfront Regular Work		\$589.18
PO#:	Voucher #:	50044	Invoice	Invoice No: 335431	3/10/2025	Paid Amt: \$589.18
			E 01 005 760 000 720 350	John Deere Tractor		\$358.65
PO#:	Voucher #:	50045	Invoice	Invoice No: 335430	3/10/2025	Paid Amt: \$358.65 Check Amount: \$947.83
SBT	51649	4567		Midwest Boilers		Check
			E 01 005 810 000 000 350	Labor Sales - MN		\$10,000.00
			E 01 005 810 000 000 350	Materials Sales - MN		\$48,000.00
			E 01 005 810 000 000 350	Labor - Electrical Work		\$1,000.00

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51649	4567		Midwest Boilers		Check
			E 01 005 810 000 000 350	Materials Sales - Pipe Fittings		\$1,000.00
			E 01 005 810 000 000 350	Mileage		\$1,000.00
PO#: 11084	Voucher #:	50046	Invoice	Invoice No: Estimate 9675	3/10/2025	Paid Amt: \$61,000.00 Check Amount: \$61,000.00
SBT	51650	01175		MINN. ELEVATOR SERVICE, INC.		Check
			E 01 005 865 000 347 305	March Monthly Service		\$207.01
PO#:	Voucher #:	50047	Invoice	Invoice No: 1116907	3/10/2025	Paid Amt: \$207.01 Check Amount: \$207.01
SBT	51651	1828		Minneota Building Materials		Check
			E 01 300 301 000 830 433	Shop Supplies - HS		\$447.50
			E 01 300 255 000 000 430	Shop Supplies - JH		\$376.39
PO#:	Voucher #:	50048	Invoice	Invoice No: 2/28/25 Stmt	3/10/2025	Paid Amt: \$823.89 Check Amount: \$823.89
SBT	51652	2505		Minneota Bus Service		Check
			E 01 005 760 000 720 305	Tuition Routes		\$3,736.37
			E 01 005 760 000 720 305	Regular Routes		\$33,482.82
PO#:	Voucher #:	50049	Invoice	Invoice No: March 2025 Routes	3/10/2025	Paid Amt: \$37,219.19 Check Amount: \$37,219.19
SBT	51653	2168		MINNESOTA WEST COLLEGE		Check
			E 01 300 211 000 000 390	Spring PSEO 2025		\$7,935.48
PO#:	Voucher #:	50050	Invoice	Invoice No: 00277218	3/10/2025	Paid Amt: \$7,935.48 Check Amount: \$7,935.48
SBT	51654	00528		MUSIC STREET		Check
			E 01 300 258 233 000 350	French Horn		\$30.00
PO#:	Voucher #:	50052	Invoice	Invoice No: 192723940	3/10/2025	Paid Amt: \$30.00
			E 01 300 258 233 000 350	Alto Saxophone		\$46.00
PO#:	Voucher #:	50051	Invoice	Invoice No: 193210309	3/10/2025	Paid Amt: \$46.00 Check Amount: \$76.00
SBT	51655	4420		Northland Comm & Tech College		Check
			E 01 300 211 000 000 390	OCHS Spring 2025		\$808.25
PO#:	Voucher #:	50053	Invoice	Invoice No: CI0000006902	3/10/2025	Paid Amt: \$808.25 Check Amount: \$808.25
SBT	51656	00560		OTTERTAIL POWER CO		Check
			E 01 005 810 184 000 330	School Building Electricity		\$4,477.96
			E 01 005 810 184 000 330	Ballfield Electricity		\$194.42

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Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51656	00560		OTTERTAIL POWER CO		Check
			E 01 005 810 184 000 330	Liftump Electricity		\$27.40
			E 01 005 810 184 000 330	Garage Electricity		\$25.69
PO#:	Voucher #:	50020	Invoice	Invoice No: 2/28/2025 Stmt	3/10/2025	Paid Amt: \$4,725.47
						Check Amount: \$4,725.47
SBT	51657	4018		PEMBERTON LAW, P.L.L.P		Check
			E 01 005 010 000 000 305	Professional Services		\$312.00
PO#:	Voucher #:	50021	Invoice	Invoice No: 52	3/10/2025	Paid Amt: \$312.00
						Check Amount: \$312.00
SBT	51658	00602		Performance Foodservice - Marshall		Check
			E 02 005 770 000 701 490	Commodity Foods		\$316.94
PO#:	Voucher #:	50025	Invoice	Invoice No: 2/28/25 Stmt	3/10/2025	Paid Amt: \$316.94
						Check Amount: \$316.94
SBT	51659	00602		Performance Foodservice - Marshall		Check
			E 02 005 770 000 701 490	Food Service		\$21,202.84
			E 02 005 770 000 701 490	Ala Carte		\$1,243.98
			E 02 005 770 000 701 401	Supplies		\$1,289.62
PO#:	Voucher #:	50026	Invoice	Invoice No: 2/28/25 Stmt	3/10/2025	Paid Amt: \$23,736.44
						Check Amount: \$23,736.44
SBT	51660	4575		Rachel Nuese		Check
			E 04 005 505 280 321 185	Comm Ed Basketball		\$167.00
PO#:	Voucher #:	50054	Invoice	Invoice No: Comm Ed Basketball	3/10/2025	Paid Amt: \$167.00
						Check Amount: \$167.00
SBT	51661	00892		SCHOOL SPECIALTY, INC		Check
			E 01 100 203 000 000 401	Elementary Supplies		\$43.14
PO#:	Voucher #:	50055	Invoice	Invoice No: 208135290901	3/10/2025	Paid Amt: \$43.14
			E 01 300 240 000 000 430	084808 144 Pack #2 School Smart Pencils		\$20.79
			E 01 300 240 000 000 430	175136 4 Pack Dry Erase Markers		\$12.34
			E 01 300 240 000 000 430	2008668 2 Pack Sharpie Metallic Perm Markers		\$11.68
			E 01 300 240 000 000 430	085037 School Smart Extra Fine Perm Markers		\$11.37
			E 01 300 240 000 000 430	1465021 Bic Intensity Metallic Marker Fine Tip		\$12.45
			E 01 300 240 000 000 430	246139 Sharpie Black Twin Tip Pack of 12		\$25.60
			E 01 300 240 000 000 430	2086822 Sharpie Fine Point Mystic Gems set		\$12.34
			E 01 300 240 000 000 430	077235 School Smart Black Fine Markers 12 Pk		\$12.41
			E 01 300 240 000 000 430	2002993 Black 12 Pack School Smart Conical T		\$5.84
			E 01 300 240 000 000 430	2002997 Red Pack of 12 School Smart Conical		\$2.49
			E 01 300 240 000 000 430	571910 United Scientific Stethoscope		\$11.26

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51661	00892		SCHOOL SPECIALTY, INC		Check		
			E 01	300 240 000 000 430	2120805 Flaghouse Dino Skin 7" Blue Foam Bal	\$40.75		
			E 01	300 240 000 000 430	Shipping	\$10.39		
PO#:	11069	Voucher #:	50056	Invoice	Invoice No: 308104672562	3/10/2025	Paid Amt:	\$189.71
							Check Amount:	\$232.85
SBT	51662	4362		SeaChange Print Innovations		Check		
			E 01	005 105 000 000 305	Election Additional Ballots	\$171.56		
PO#:		Voucher #:	50057	Invoice	Invoice No: 43415	3/10/2025	Paid Amt:	\$171.56
							Check Amount:	\$171.56
SBT	51663	2238		SNA Lockbox - Certification		Check		
			E 02	005 770 000 701 366	RV Membership	\$64.50		
PO#:		Voucher #:	50058	Invoice	Invoice No: RV 687956	3/10/2025	Paid Amt:	\$64.50
			E 02	005 770 000 701 366	SB Membership	\$64.50		
PO#:		Voucher #:	50059	Invoice	Invoice No: SB 441591	3/10/2025	Paid Amt:	\$64.50
							Check Amount:	\$129.00
SBT	51664	00667		SOUTHWEST MN STATE UNIVERSITY		Check		
			E 01	300 211 000 000 390	Spring 2025 PSEO	\$6,244.55		
PO#:		Voucher #:	50060	Invoice	Invoice No: 00275480	3/10/2025	Paid Amt:	\$6,244.55
							Check Amount:	\$6,244.55
SBT	51665	00211		SW/WC SERVICE COOPERATIVES		Check		
			E 01	005 110 000 000 820	1/3 RMIC Business/SMART Contract	\$3,718.54		
			E 01	005 110 000 000 820	1/3 RMIC MARSS Contract	\$638.14		
			E 01	005 110 000 000 820	1/3 EOHSM Contract	\$1,827.00		
			E 01	005 400 000 372 305	MA Billing Forms	\$2,612.90		
			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 #:	50061	Invoice	Invoice No: 2/28/25 Stmt	3/10/2025	Paid Amt:	\$10,961.27
							Check Amount:	\$10,961.27
SBT	51666	3864		US BANK		Check		
			E 07	005 910 000 000 790	2018A Bond Maintenance	\$550.00		
PO#:		Voucher #:	50022	Invoice	Invoice No: 7654900	3/10/2025	Paid Amt:	\$550.00
							Check Amount:	\$550.00
SBT	51667	4413		Adam & Jodi DeCock		Check		
			E 04	701 590 000 353 305	ND Textbook Funds	\$120.97		
			E 04	701 590 000 353 305	GD Textbook Funds	\$115.95		
			E 04	701 590 000 353 305	AD Textbook Funds	\$97.95		

Detail Payment Register By Check

3/18/2025

12:23 PM

Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51667	4413		Adam & Jodi DeCock		Check			
			E 04	701 590 000 353 305	MD Textbooks Funds		\$120.97		
			E 04	701 590 000 353 305	SD Textbook Funds		\$72.45		
			E 04	701 590 000 353 305	JD Textbook Funds		\$85.96		
PO#:	Voucher #:	50079	Invoice	Invoice No:	Reimbursement Non Pu	3/12/2025	Paid Amt:	\$614.25	
							Check Amount:	\$614.25	
SBT	51668	4009		AG PLUS COOPERATIVE		Check			
			E 01	005 760 000 720 440	Bus Fuel		\$8,035.35		
PO#:	Voucher #:	50082	Invoice	Invoice No:	2/28/25 Stmt	3/12/2025	Paid Amt:	\$8,035.35	
							Check Amount:	\$8,035.35	
SBT	51669	4250		American Welding & Gas, Inc		Check			
			E 01	300 301 000 830 433	Welding Gas		\$196.20		
			E 01	300 301 000 830 433	Welding Cylinder		\$173.77		
PO#:	Voucher #:	50072	Invoice	Invoice No:	0010716080	3/12/2025	Paid Amt:	\$369.97	
							Check Amount:	\$369.97	
SBT	51670	4098		ANGELA LAUER		Check			
			E 01	300 292 236 035 305	Speech Judge 2025		\$100.00		
PO#:	Voucher #:	50070	Invoice	Invoice No:	Speech Judge 2025	3/12/2025	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
SBT	51671	3644		AUBREE CHEADLE		Check			
			E 01	300 292 236 035 305	Speech Judge 2025		\$100.00		
PO#:	Voucher #:	50069	Invoice	Invoice No:	Speech Judge 2025	3/12/2025	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
SBT	51672	2323		Borch Sporting Goods		Check			
			E 01	300 294 215 000 401	Rawlings Velo Series JR		\$105.00		
			E 01	300 294 215 000 401	Rawlings Velo Series SR		\$105.00		
			E 01	300 294 215 000 401	Wilson Official HS Baseballs		\$950.00		
			E 01	300 294 215 000 401	Wilson Blem Baseball		\$180.00		
PO#:	Voucher #:	50075	Invoice	Invoice No:	AAW003158-AW00	3/12/2025	Paid Amt:	\$1,340.00	
							Check Amount:	\$1,340.00	
SBT	51673	3897		BRITNEY LATZIG		Check			
			E 01	300 292 236 035 305	Speech Judge 2025		\$200.00		
PO#:	Voucher #:	50068	Invoice	Invoice No:	Speech Judge 2025	3/12/2025	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	

Detail Payment Register By Check

3/18/2025

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Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51674	4381		Data Processing Design Inc.		Check			
			E 01 005 810 000 000 320	Monthly Fax Usage		\$30.99			
PO#:	Voucher #:	49343	Invoice	Invoice No: EGOLD-12091435	3/12/2025	Paid Amt:	\$30.99	Check Amount:	\$30.99
SBT	51675	4374		Granite Telecommunications		Check			
			E 01 005 810 000 000 320	Monthly Service		\$53.99			
PO#:	Voucher #:	50076	Invoice	Invoice No: 688153857	3/12/2025	Paid Amt:	\$53.99	Check Amount:	\$53.99
SBT	51676	3440		Heiman Fire Equipment		Check			
			E 01 005 865 000 347 305	Fire Inspection Work		\$42.39			
PO#:	Voucher #:	50080	Invoice	Invoice No: 42270A-IN	3/12/2025	Paid Amt:	\$42.39	Check Amount:	\$42.39
SBT	51677	4352		Jessica Moriarty		Check			
			E 01 300 292 236 035 305	Speech Judge 2025		\$300.00			
PO#:	Voucher #:	50066	Invoice	Invoice No: Speech Judge 2025	3/12/2025	Paid Amt:	\$300.00	Check Amount:	\$300.00
SBT	51678	4576		Jody Wacker		Check			
			E 01 300 292 236 035 305	Speech Judge 2025		\$100.00			
PO#:	Voucher #:	50071	Invoice	Invoice No: Speech Judge 2025	3/12/2025	Paid Amt:	\$100.00	Check Amount:	\$100.00
SBT	51679	4465		Katie Jenson		Check			
			E 01 300 292 236 035 305	Speech Judge 2025		\$100.00			
PO#:	Voucher #:	50067	Invoice	Invoice No: Speech Judge 2025	3/12/2025	Paid Amt:	\$100.00	Check Amount:	\$100.00
SBT	51680	3417		Marshall Speech Boosters		Check			
			E 01 300 292 236 035 369	Speech Registration Fees		\$133.00			
PO#:	Voucher #:	50062	Invoice	Invoice No: Speech Fees	3/12/2025	Paid Amt:	\$133.00	Check Amount:	\$133.00
SBT	51681	00465		MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC		Check			
			E 01 100 203 000 000 430	Elementary Subscription		\$2,805.02			
PO#:	Voucher #:	50073	Invoice	Invoice No: 133713219001	3/12/2025	Paid Amt:	\$2,805.02	Check Amount:	\$2,805.02
SBT	51682	4577		MDE-MCIS: Acct 621892		Check			
			E 01 300 211 000 000 430	MCIS Hs Per Student		\$374.40			

Minneota Public School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51682	4577		MDE-MCIS: Acct 621892		Check			
			E 01 300 211 000 000 430	MCIS Base Price			\$330.00		
PO#:	Voucher #:	50077	Invoice	Invoice No: MN25-23666	3/12/2025	Paid Amt:	\$704.40		
						Check Amount:	\$704.40		
SBT	51683	3722		MN RIVER VALLEY EDUCATION DISTRICT		Check			
			E 01 005 640 000 316 305	2nd Quarter - 2024-2025			\$6,474.89		
PO#:	Voucher #:	50081	Invoice	Invoice No: 2nd Quarter - 24-25	3/12/2025	Paid Amt:	\$6,474.89		
						Check Amount:	\$6,474.89		
SBT	51684	00519		MONTEVIDEO PUBLIC SCHOOLS		Check			
			E 01 300 292 236 035 369	Speech Registration Fees			\$119.00		
PO#:	Voucher #:	50064	Invoice	Invoice No: Speech Fees	3/12/2025	Paid Amt:	\$119.00		
						Check Amount:	\$119.00		
SBT	51685	01833		RTR PUBLIC SCHOOL		Check			
			E 01 300 292 236 035 369	Speech Registration Fees			\$63.00		
PO#:	Voucher #:	50063	Invoice	Invoice No: Speech Fees	3/12/2025	Paid Amt:	\$63.00		
						Check Amount:	\$63.00		
SBT	51686	3866		SPEECHWIRE TOURNAMENT SERVICE		Check			
			E 01 300 292 236 035 305	Minneota Speech Tournament			\$330.00		
PO#:	Voucher #:	50074	Invoice	Invoice No: 11954	3/12/2025	Paid Amt:	\$330.00		
						Check Amount:	\$330.00		
SBT	51687	4367		Tessa Heiling		Check			
			E 01 300 292 236 035 305	Speech Judge 2025			\$300.00		
PO#:	Voucher #:	50065	Invoice	Invoice No: Speech Judge 2025	3/12/2025	Paid Amt:	\$300.00		
						Check Amount:	\$300.00		
SBT	51688	3695		AP Design		Check			
			E 01 300 294 211 000 401	Football Awards			\$194.90		
PO#:	Voucher #:	50087	Invoice	Invoice No: 91594	3/17/2025	Paid Amt:	\$194.90		
			E 01 300 296 228 000 401	Softball Awards			\$25.50		
PO#:	Voucher #:	50088	Invoice	Invoice No: 92587	3/17/2025	Paid Amt:	\$25.50		
			E 01 300 296 213 000 401	Girls Basketball Medals			\$111.45		
PO#:	Voucher #:	50086	Invoice	Invoice No: 92894	3/17/2025	Paid Amt:	\$111.45		
						Check Amount:	\$331.85		
SBT	51689	00240		Brad's Market		Check			
			E 01 300 331 000 830 433	FACS Class Supplies			\$577.01		
			E 01 300 250 000 000 430	FACS Class - JH			\$91.31		
			E 02 005 770 000 701 490	Food Service - Bread			\$1,355.28		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51689	00240		Brad's Market		Check
			E 02	005 770 000 701 490 Food Service		\$997.35
			E 01	300 260 000 000 430 Science Supplies		\$67.88
			E 01	100 203 035 000 401 Viking Valor		\$40.39
			E 01	100 203 036 000 401 Social Worker		\$57.01
			E 01	300 298 239 000 401 Concession Expenses		\$270.84
			E 04	005 580 000 325 401 ECFE Supplies		\$46.72
			E 04	005 582 000 344 401 School Readiness		\$31.95
PO#:	Voucher #:	50092	Invoice	Invoice No: 2/28/2025 Stmt	3/17/2025	Paid Amt: \$3,535.74 Check Amount: \$3,535.74
SBT	51690	3420		CAMFIL USA, INC		Check
			E 01	005 865 000 380 350 24x24x2		\$81.48
			E 01	005 865 000 380 350 24x24x2		\$27.16
			E 01	005 865 000 380 350 24x20x2		\$67.86
			E 01	005 865 000 380 350 24x24x2		\$40.74
			E 01	005 865 000 380 350 20x20x2		\$149.25
PO#:	Voucher #:	50084	Invoice	Invoice No: 30535670	3/17/2025	Paid Amt: \$366.49 Check Amount: \$366.49
SBT	51691	4381		Data Processing Design Inc.		Check
			E 01	005 810 000 000 320 Monthly Charge		\$61.79
PO#:	Voucher #:	50089	Invoice	Invoice No: EGOLD-12112468	3/17/2025	Paid Amt: \$61.79 Check Amount: \$61.79
SBT	51692	4336		Jessica Verly		Check
			E 01	005 760 000 723 360 Transportation Agreement - 3/6 - 3/12		\$544.73
PO#:	Voucher #:	50090	Invoice	Invoice No: 3/6 - 3/12	3/17/2025	Paid Amt: \$544.73 Check Amount: \$544.73
SBT	51693	00385		JOSTEN'S		Check
			E 01	005 010 000 000 401 Honor Certificate		\$40.30
			E 01	005 010 000 000 401 Honor Certificate Cover		\$170.30
			E 01	005 010 000 000 401 Diploma		\$250.80
			E 01	005 010 000 000 401 Royal Blue Cover		\$422.40
			E 01	005 010 000 000 401 Shipping		\$66.85
PO#: 10943	Voucher #:	49568	Invoice	Invoice No: 35462370	3/17/2025	Paid Amt: \$950.65 Check Amount: \$950.65

Detail Payment Register By Check

3/18/2025

12:23 PM

Check Number: 0-2147483647 Payment Date: 02/26/2025-3/31/2025 Period: 202508-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51694	4529		Lyon County 4-H Federation		Check		
			E 04 005 505 283 321 401	Babysitting Clinic		\$375.00		
PO#:	Voucher #:	50083	Invoice	Invoice No: Babysitting Clinic	3/17/2025	Paid Amt:	\$375.00	
						Check Amount:	\$375.00	
SBT	51695	2021		SIMPLEXGRINNELL LP		Check		
			E 01 005 865 000 363 305	Replaced 3 Horn Strobes		\$3,942.93		
PO#:	Voucher #:	50085	Invoice	Invoice No: 52578071	3/17/2025	Paid Amt:	\$3,942.93	
						Check Amount:	\$3,942.93	
SBT	51696	00286		YELLOW MEDICINE EAST		Check		
			E 01 300 790 000 313 305	Integration Director [10% of Final Revenue]		\$3,313.29		
PO#:	Voucher #:	50091	Invoice	Invoice No: 25-28	3/17/2025	Paid Amt:	\$3,313.29	
						Check Amount:	\$3,313.29	
SBT	51697	4343		Election Systems & Software		Check		
			E 01 005 105 000 000 305	2/11 Special Election		\$50.53		
PO#:	Voucher #:	50105	Invoice	Invoice No: CD2113240	3/17/2025	Paid Amt:	\$50.53	
						Check Amount:	\$50.53	
						Report Total:	\$478,100.14	

LEADERSHIP

REPORTS

- ❑ Enrollment as of 3/17/25 is **305**
 - ❑ PreK: 57
 - ❑ K: 30
 - ❑ 1: 41
 - ❑ 2: 33
 - ❑ 3: 42
 - ❑ 4: 31
 - ❑ 5: 33
 - ❑ 6: 38

❑ Curriculum Update

- ❑ Looking to align foundational skills curriculum
 - ❑ K-2 UFLI
 - ❑ 3-6 Functional Morphology
 - ❑ Training 6/18
 - ❑ Both approved by MDE
- ❑ Math Team Update
 - ❑ Exploring Standards (full implementation 2027-2028 school year)
 - ❑ Working with SWWC and will complete a curriculum needs assessment

- ❑ Standards Implementation
 - ❑ 2024-2025 Science
 - ❑ 2025-2026 ELA
 - ❑ 2026-2027 Social Studies
 - ❑ 2027-2028 Math



Elementary Updates

School Board Report

Nicolle Johnston

❑ MNKFA Update

MN Kindergarten Fall Assessment

The MnKFA ([Minn. Stat. 124D.162](#)) requires all districts and charter schools to assess kindergartners in the fall in order to create a state snapshot of the percent of kindergartners who met or exceeded end-of-year prekindergarten (four-year old) early learning standards.

Must be aligned to the ECIPS and Kindergarten standards—Assessment has not yet been created.

Timeline: 2025-2026 implementation—but not feasible and this will NOT be ready for next year.

❑ Important Events

- ❑ Conferences 3/20
- ❑ Family Literacy Night 3/27
- ❑ Book Fair 3/31
- ❑ Kindergarten Round Up 3/31
- ❑ MCAs 4/1
- ❑ Elementary Concert 4/7 (Disney Theme)
- ❑ Summer Programming

March 2025

SUPERINTENDENT'S REPORT



Group Health Insurance Bids



Principal Mid-Year Staff Survey Results – Overview

- + *Fosters a shared commitment to high expectations for student and adult behaviors aligned to a vision.*
- + *Maintains a safe, secure, and respectful learning environment for all students and adults.* **3.78/4.00**
- + *Builds a sense of community where all students and adults are valued.*
- + *Overall demeanor.*
- + *Supportive [of staff].* **3.70/4.00**
- + *Relationship building*
- + *Focus on student achievement*



CONSENT

AGENDA

MINNEOTA PUBLIC SCHOOLS – ISD #414

FEBRUARY 26, 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 Wednesday, February 26, 2025 at 5:32 pm 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, Heather Anderson, Nicolle Johnston, Brandon Castor, Kim Gades, Karen Dalager, Scott Josephson, and Marsha Danielson also attended.

Motion by Buysse, second by Mead, to approve the amended agenda with the addition of item #8.13 [2024-2025 Calendar Revision]. Motion passed unanimously.

School Board Members shared multiple examples and points of Viking Pride about students, staff, and the school district.

Scott Josephson addressed the Board to share his perspective about the proposed 2025-2026 school calendar.

Superintendent Monson presented the 2024-2025 Budget Revision to the School Board.

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

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

Leadership reports were shared and reviewed.

Motion by Coequyt, second by Runia, to approve the Consent Agenda. Motion passed unanimously.

Motion by Skorczewski, second by Runia, to approve the 2025-2026 School Calendar as presented. Motion passed unanimously.

Motion by Buysse, second by Runia, to approve the 2024-2025 Budget Revision as previously presented. Motion passed unanimously, with Mead abstaining due to a conflict of interest.

Motion by Mead, second by Hennen, to approve the 2nd reading of Policies #201, #202, #203, #203.1, #203.2, #203.5, #203.6, #204, #205, and #206, as presented. Motion passed unanimously.

The School Board and administration walked through a 2025-2026 Preliminary Budget Scenario creation process, although no formal action was taken.

Motion by Buysse, second by Runia, to approve a Resolution Directing the Administration to Make Recommendations Regarding the Reduction and/or Discontinuation of Programs and Positions and Reasons Therefor. Motion passed unanimously by roll call vote with all Board Members voting yes.

Motion by Skorczewski, second by Mead, to Approve a Resolution Non-Renewing a Probationary Teacher, Shelby Domeier. Motion passed unanimously by roll call vote with all Board Members voting yes.

Motion by Mead, second by Runia, to Approve a Resolution Non-Renewing a Probationary Teacher, Kendra Jerzak. Motion passed unanimously by roll call vote with all Board Members voting yes.

Motion by Skorczewski, second by Buysse, to Approve a Resolution Non-Renewing a Probationary Teacher, Jay Knutson. Motion passed unanimously by roll call vote with all Board Members voting yes.

Motion by Mead, second by Skorczewski, to approve the 2025-2026 SWWC Service Cooperative Membership Agreements. Motion passed unanimously.

MINNEOTA PUBLIC SCHOOLS – ISD #414

FEBRUARY 26, 2025 SCHOOL BOARD REGULAR MEETING MINUTES

Motion by Mead, second by Skorczewski, to accept an Erate Bid of \$56,955.76 from Tech Check. Motion passed unanimously.

Motion by Buysse, second by Mead, to approve Policy #522: Title IX Nondiscrimination Policy, Grievance Procedures, and Process as presented for immediate implementation. Motion passed unanimously.

The School Board reviewed – for the 1st of 2 times – Policies #101, #103, #207, #208, #209, #210, #211, #212, #407, #408, #409, and #610. No formal action was taken.

Motion by Skorczewski, second by Runia, to Approve a Resolution for Acceptance of Gifts/Donations/Grants. Motion passed unanimously by roll call vote with all Board Members voting yes.

Discussion was held regarding the potential to schedule a School Board Work Session for some time this spring. No formal action was taken.

Discussion took place regarding the communication and technology that the School Board has available to them for School Board Meetings. No formal action was taken.

Superintendent Monson reviewed upcoming important dates and meetings.

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

The meeting was adjourned at 7:25 pm.

Martin Hennen, Clerk

Nondisclosure Agreement for Sharing Assessment and Accountability Results

This nondisclosure agreement applies to any preliminary or embargoed statewide testing or accountability data for the standards-based accountability assessments (Minnesota Comprehensive Assessment (MCA), Alternate Minnesota Comprehensive Assessment (Alt MCA), and Minnesota Test of Academic Skills (MTAS)) and English language proficiency accountability assessments (ACCESS for Ells and WIDA Alternate ACCESS). This data is provided by the Minnesota Department of Education (MOE) and may be available to the school district through secure reports, service provider systems, or other district data systems.

This agreement must be completed by any school officials who will have access to preliminary or embargoed results in any form and includes school board members and contractors hired by the district. This agreement also includes charter school authorizers, if a separate data sharing agreement for these results is not already in place.

I understand that:

1. All assessment and accountability data shared by MOE with the school district are educational data as defined by the federal Family Education Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and 34 C.F.R. Chapter 99, and by Minnesota Statutes, section 13.32.
2. Educational data that are related to an individual student are classified by FERPA and section 13.32 as private data, which means that the data are not public and cannot be shared with anyone who does not have either legal authority to access it or a signed parental/guardian consent to access it.
3. School officials or other authorized representatives of the school district may have access to private educational data if the district has determined that they have a legitimate educational interest in the educational data.
4. All assessment and accountability data, including summary data that are not about individual students, are under an embargo before they are released publicly. Embargoed results may not be shared or discussed with anyone who does not have authority to access them.

By accessing the assessment and accountability data made available by MOE, I agree and assure that:

1. I am a school official or other authorized representative of the school district.
2. The school district has determined that I have a legitimate educational interest in the educational data.
3. -
4. I will not share or discuss any assessment data related to individual students with anyone who does not have legal authority or a signed consent from a parent/guardian to access the data.
5. If I do not know whether someone has authority to access the data, I will not share it with them.
6. I understand that I should only access and use educational data to the extent needed to do my work. I will not access or use educational data for any reasons not related to my work and my authority to access the data.
7. I understand that educational data must be maintained in a secure manner that prevents unauthorized persons from accessing it. I will follow appropriate safeguards to reasonably and appropriately protect the privacy, security, and integrity of all educational data to which I have access.

Name (printed)

Signature

Date

Consent Agenda Personnel Items - March 2025

Resignation or Termination

Name	Position	Effective Date	Details
Sariah Cheadle	One Act Play	Immediately	Personal Reasons
Heather Anderson	Secondary Principal	30-Jun-25	Personal Reasons

New Contract or New Hire

Name	Position	Salary-Wages	Effective Date
John Voit	Summer Band	\$21.50/hour	Summer; 4 weeks; 3 days/week; [up to] 8 hours/day

Modification of Contract

Name	Position	Salary-Wages	Effective Date
Angela Lauer	Career and Guidance Counselor	Daily Rate of Pay	Summer; 9 additional contract days

Dear Members of the Minneota School Board,

It is with a deep sense of gratitude that I submit my resignation as Principal of Minneota High School, effective June 30, 2025. This decision was not an easy one, as I have truly cherished my time serving this incredible school community.

Over the past three years, I have been honored to work alongside such dedicated educators, students, and families. I am incredibly thankful for the guidance and support I have received from each of you. Your leadership and commitment to our students have made a lasting impact, and I appreciate the trust you placed in me to lead Minneota High School.

This school and community hold a special place in my heart, and I will always be proud of the progress we have made together. I look forward to seeing Minneota continue to grow and thrive in the years to come. Please know that I remain committed to ensuring a smooth transition and will do all I can to support the school during this time.

Thank you again for the opportunity to be a part of this incredible district. I am grateful for the experiences, relationships, and memories that will stay with me always.

With appreciation,

Heather Anderson

Minneota Public School Softball and Football and Midco Internet

Roles and Responsibilities

This Agreement is made and entered into by and between Minneota Public School and Midcontinent Communications ("Midco"). The purpose of this Agreement is to outline the terms and conditions under which Midco will provide complimentary Internet 100 data service to the Minneota Softball and Football Stadium, commencing in January 2025 and continuing for a period of five years.

Minneota High School

- School will affix a Midco banner at the softball and football stadium(s) during all home softball and football games.
- The location of the banner will be at the discretion of the Minneota Public School, but shall be done in a prominent manner corresponding to the value of the services provided.
- To the extent possible, the Minneota Public School will not hang any other banners for providers of voice, video, or data services. If such banners are hung, they will be separated so as not to appear side-by-side.

Midco

- Will provide appropriate number of vinyl banners during duration of the agreement.
- Midco will maintain equipment and provide internet service to the football and softball stadiums, which will be available for five years valued at \$4,525.

Midcontinent Communications

By: Midcontinent Communications Investor, LLC
Its Managing General Partner

Name: _____

Title: _____

Date: _____, 2025

Minneota High School

Name: _____

Title: _____

Date: _____, 2025

PREVIOUS

BUSINESS



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)

NEW

BUSINESS



Achievement and Integration Revenue FY 2026 Budget Worksheet

Use this workbook to list proposed expenditures of FY 2026 Achievement Integration (A&I) revenue. All expenditures must support strategies in your district's MDE-approved A&I plan. Each worksheet has a column where you will explain how each line item is intended to fund a strategy. **Please use the instructions in the prior tab of this workbook.** For details on budget requirements, see the A&I Budget Guide on the A&I webpage.

District Name: Minneota Public Schools
District ISD Number: 0414-01
Superintendent: Scott Monson
Partnering Districts: _____

Fiscal and program staff should work together to complete this budget. Please list those staff members below. Both will be contacted if changes or more detail is needed for the budget to be approved.

Program Staff: _____
Phone: _____
E-mail: _____

Fiscal Staff: Tara Skorczewski
Phone: (507) 872-6175
Email: tara.skorczewski@minneotaschools.org

If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

Find the amount of Achievement and Integration (A&I) revenue your district may be eligible to receive in FY 2025 and enter it below. See lines 12 and 13 in your district's Integration Revenue Reports listed online in the Minnesota Funding Reports. These are estimates based on enrollment projections and A&I funding formulas. These estimates will be adjusted to reflect actual FY25 enrollment. Directions for finding Integration Revenue reports online are posted to the A&I website.

Total Initial Revenue (FIN 313)	\$	34,417.01
Total Incentive Revenue (FIN 318)	\$	5,348.00
TOTAL A&I REVENUE	\$	39,765.01

CERTIFICATION STATEMENT

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2026 Achievement & Integration budget as approved by the school board.

Board Approval Date _____
School Board Chair _____ **Date** _____
Superintendent _____ **Date** _____

This certification statement is not required in legislation or by the Minnesota Department of Education.

FOR MDE USE ONLY

Approved Initial Revenue: _____ **Approved Incentive Revenue:** _____
MDE Approval: _____ **Date:** _____



FY 2025 Achievement and Integration Budget Expenditure Summary

District Number: 0414-01		District Name: Minneota Public Schools	
Proposed Budget		Actual Expenditures	
		Proposed Budget Ratios	Actual Budget Ratios
Direct Services to Students must equal at least 80% of total revenue	\$31,988.51	80.44%	#DIV/0!
Professional Development may equal no more than 20% of total revenue	\$3,800.00	9.56%	#DIV/0!
Administrative/Indirect may equal no more than 10% of total revenue	\$3,976.50	10.00%	#DIV/0!
Total Proposed Revenue:	\$39,765.01		\$0.00
Total Amount Proposed FIN 313	\$34,417.01		13%
Total Amount Proposed FIN 318	\$5,348.00		#DIV/0!

Improvement Planning Expenditures

Districts must use up to 20% of integration revenue to implement an improvement plan (Minn. Stat. 124D.862 subd. 8 (c) 2).

Amending Line Items To amend line items in this budget after it's been approved by MDE, strike the approved dollar amt and related budget narrative. Insert a row below the line you want to change (make sure the new row is above the total revenue line). Add a new dollar amt and narrative to the row you just added. Then highlight both lines with the color highlight function. Explain the change in the comments box at the bottom of the tab.

UFARS Corrections You do not need to submit an amended budget to MDE in order correct UFARS codes. Instead, make UFARS corrections when you submit your Actual Expenditure report. Add a note to explain the correction. See the A&I Gudget Guide for more details on when to amend your MDE-approved budget.

Comments:



FY 2026 Achievement and Integration Budget

Direct Student Service Costs

District Number: 0414-01

District Name: Minneota Public Schools

80% Direct Services to Students

List proposed FIN 313 expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies in a district's

MDE-approved A&I plan that provide direct services to students. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amt: DO NOT FILL IN THIS COLUMN UNTIL YOU HAVE YOUR ACTUAL EXPENDITURES FOR THE FISCAL YEAR.	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit this budget with actual FY26 expenditures by 12/1/26.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement the strategy. Do not copy the strategy description from your plan.	Goal #	Strategy # and Name
YMIC Art Integration Day			313		\$3,000.00		Career/college readiness and rigorous coursework for all students is/are provided.	1	3
College Visits 10-12 Grade Students			313		\$2,000.00		Career/college readiness and rigorous coursework opportunities are discussed at college visits for students in grades 10-12 - some of whom may not yet have a high level of interest in pursuing post-secondary options after graduation.	1	1,2,3,4,
Success Coach .32 FTE			313		\$19,566.00		Our counselor helps students with college and career planning, meets individually with students that are below a certain GPA or who are struggling academically, and then connects other resources with these students.	1	1,2,3,4
Success Coach FICA			313		\$1,496.80		Our counselor helps students with college and career planning, meets individually with students that are below a certain GPA or who are struggling academically, and then connects other resources with these students.	1	1,2,3,4
Success Coach TRA			313		\$1,712.51		Our counselor helps students with college and career planning, meets individually with students that are below a certain GPA or who are struggling academically, and then connects other resources with these students.	1	1,2,3,4
FIN 313 TOTAL					\$27,775.31	\$0.00			

Insert lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.**Improvement Funding** Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



FY 2026 Achievement and Integration Budget

Direct Student Service Costs to Reduce Enrollment Disparities

District Number:

District Name:

80% Direct Services to Students

List proposed **FIN 318** expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies included in the district's MDE-approved A&I plan which provide direct services to students. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount: DO NOT FILL IN THIS COLUMN UNTIL YOU HAVE YOUR ACTUAL EXPENDITURES FOR THE FISCAL YEAR.	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY26 expenditures by 12/1/26.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement the strategy. <i>Do not copy the strategy description from your plan.</i>	Goal #	Strategy # and Name
Success Coach			318		\$3,620.00		Structured Study Hall Work Teacher to help students below a 3.0 GPA stay on track	1	2
FICA for Success Coach			318		\$276.93		Structured Study Hall Work Teacher to help students below a 3.0 GPA stay on track	1	2
TRA for Success Coach			318		\$316.27		Structured Study Hall Work Teacher to help students below a 3.0 GPA stay on track	1	2
FIN 318 TOTAL					\$4,213.20	\$0.00			

Insert lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



FY 2026 Achievement and Integration Budget

Professional Development Costs

District Number: 0414-01 n/a District Name: Minneota Public Schools

20% Professional Development

List all proposed **FIN 313** expenditures for professional development below. **No more than 20% of this budget's total revenue may be proposed or used for these costs.** All training funded through this budget must directly support strategies in a district's MDE-approved A&I plan. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount: DO NOT FILL IN THIS COLUMN UNTIL YOU HAVE YOUR ACTUAL EXPENDITURES FOR THE FISCAL YEAR.	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY26 expenditures by 12/1/26.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	Goal #	Strategy # and Name
Staff Development	100	790	313	305	\$2,500.00		Teachers will complete LETRS training to implement the training into their teaching	3	1: LETRS Training for Elementary Teachers
Travel to YMIC Meetings	300	790	313	360	\$700.00		Encouragement for ongoing professional development	2	S2: Encouragement to attend YMIC Meetings
FIN 313 TOTAL					\$3,200.00	\$0.00			

Add lines **above** the **FIN 313 TOTAL** line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:



FY 2025 Achievement and Integration Budget

Professional Development Costs to Reduce Enrollment Disparities

District Number: District Name: **20% Professional Development**

List proposed **FIN 318** expenditures for professional development below. No more than 20% of this budget's total revenue may be proposed or used for these costs. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for more details.

UFARS Title	UFARS Code Required				Budgeted Amt	Actual Amt: DO NOT FILL IN THIS COLUMN UNTIL YOU HAVE YOUR ACTUAL EXPENDITURES FOR THE FISCAL YEAR.	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
	ORG	PROG	FIN	OBJ				Goal #	Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit form with actual FY26 expenditures by 12/1/26.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>		
YMIC Staff Development Day	300	790	318	305	\$500.00		Encouragement for ongoing professional development	2	1,2
Travel to YMIC Meetings	300	790	318	305	\$100.00		Encouragement for ongoing professional development	2	1,2
FIN 318 TOTAL					\$600.00	\$0.00			

Add lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:



FY 2026 Achievement and Integration Budget

Administrative/Indirect Costs

District Number:

District Name:

10% Admin/Indirect Costs

List proposed Administrative/Indirect **FIN 313** expenditures below. **No more than 10% of this budget's total revenue may be proposed or used for administrative or indirect costs.** Read the A&I Budget

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount: DO NOT FILL IN THIS COLUMN UNTIL YOU HAVE YOUR ACTUAL EXPENDITURES FOR THE FISCAL YEAR.	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY26 expenditures by 12/1/26.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	Goal #	Strategy # and Name
Administration Salary for AI	300	790	313	305	\$3,441.70		YMIC Integration Coordinator to be paid YME [Fiscal Host]	All	All
FIN 313 Total					\$3,441.70	\$0.00			

Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Admin/Indirect section of the Improvement Planning tab.

Comments:



FY 2026 Achievement and Integration Budget

Administrative/Indirect Costs to Reduce Enrollment Disparities

District Number:

District Name:

10% Admin/Indirect Costs

List proposed **FIN 318** Administrative/Indirect expenditures below. **No more than 10% of this budget's total revenue may be proposed or used for administrative or indirect costs.**
Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts. Read the A&I Budget Guide on the MDE

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount: DO NOT FILL IN THIS COLUMN UNTIL YOU HAVE YOUR ACTUAL EXPENDITURES FOR THE FISCAL YEAR.	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY26 expenditures by 12/1/26.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	Goal#	Strategy # and Name
Administration Salary for AI	300	790	318	305	\$534.80		YMIC Integration Coordinator to be paid YME [Fiscal Host]	All	All
FIN 318 Total					\$534.80	\$0.00			

*Add lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.*

Improvement Funding Copy line items for improvement strategies and paste them into the Admin/Indirect section of the Improvement Planning tab.

Comments:

Achievement and Integration Plan

July 1, 2023 to June 30, 2026

District ISD# and Name: #414 Minneota Public Schools

District Integration Status: Adjoining

Superintendent: Scott Monson

Phone: (507) 872-6532

Email: scott.monson@minneotaschools.org

Plan submitted by: Scott Monson

Title: Superintendent

Phone: (507) 872-6532

Email: scott.monson@minneotaschools.org

Partnering Districts Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed. Provide the name of your integration collaborative if you have one: YMIC (Yellow Medicine Integration Collaborative)

- | | |
|---|----------------------------|
| 1. YME (Yellow Medicine East): RI - Racially Isolated | 4. Canby: V - Voluntary |
| 2. Renville County West: RI - Racially Isolated | 5. Lakeview: V - Voluntary |
| 3. Dawson-Boyd: A - Adjoining | 6. Ivanhoe: V - Voluntary |

School Board Approval

- ☒ We certify that we have approved this Achievement and Integration plan and will implement it as part of our district's World's Best Workforce plan ([Minn. Stat. § 124D.861, subd. 4](#)).
- ☒ We certify that we sought and received input on integration goals and strategies from councils as described on page 1 [below]. The council(s) included representation and meaningful input from our American Indian Parent Advisory Committee as required by [Minnesota Rules 3535.0160, subpart 2](#), and [Minnesota Rules 3535.0170, subparts 2-5](#).

Superintendent: [Scott Monson](#)

Signature: Scott J. Monson

Date Signed: March 21, 2023

School Board Chair: [Abby Thostenson](#)

Signature: Abby Thostenson

Date Signed: March 21, 2023

Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a multidistrict collaboration council to provide input on integration goals and to identify cross-district strategies to improve student integration.

Multidistrict Collaboration Council:

- | | |
|--|---|
| • Canby, Superintendent – Ryan Nielsen | • Minneota, MS/HS Principal – Heather Anderson |
| • Canby, MS/HS Principal – Robert Slaba | • Renville County West, Superintendent – Doug Froke |
| • Dawson-Boyd, Superintendent – Troy Ferguson | • Yellow Medicine East, Success Coach/Integration Coordinator – Leah Schueler |
| • Dawson-Boyd, MS/HS Principal – Ryan Stotesbery | • Yellow Medicine East, Superintendent – Rich Schneider |
| • Dawson-Boyd, Elementary Principal – Amy Hiedeman | • Yellow Medicine East, Elementary Principal – Lisa Hanson |
| • Ivanhoe, Elementary Principal – Patricia Lindeman | • Yellow Medicine East, MS/HS Principal – Jana Anderson |
| • Lakeview, Superintendent – Chris Fenske | |
| • Minneota, Superintendent – Scott Monson | |
| • Minneota, Elementary Principal – Jennifer Mahan-Deitte | |

The YMIC Council convenes in August/September and January/February each school year. The council is designed to give each school district a voice in the events and activities that are included in the Yellow Medicine Integration Collaborative Achievement and Integration Plan. Integration events are designed to help the students of the YMIC have greater knowledge and understanding of the choices and pathways that exist for being successful and ready for a postsecondary path as well as a career path. The council directs the YMIC Integration Coordinator, who in turn works with the YMIC District's staff and personnel to arrange events that are age appropriate and successfully meet the needs of the students and the goals of the collaborative.

Submitting this Plan

Submit your completed plan as a Word document to MDE for review and approval. Once it's signed, scan the signature page and save it as a separate PDF. Email your plan and signature page to MDE.integration@state.mn.us.

Detailed directions and support for completing this plan can be found in the [Achievement and Integration Plan Guide](#).

Achievement and Integration Goals

This plan must contain three types of goals, at least one for each of the following:

1. Reducing the disparities in academic achievement among all students and specific categories of students excluding the categories of gender, disability, and English learners.
2. Reducing the disparities in equitable access to effective and more diverse teachers among all students and specific categories of students excluding the categories of gender, disability, and English learners.
3. Increasing racial and economic integration (Minn. Stat. § 124D.861, subd. 2 (a)).

GOAL #1

THE PERCENTAGE OF STUDENTS COMPLETING GRADE 11 EARNING CREDITS IN TWO OR MORE CTE OR COLLEGE-LEVEL COURSES WILL INCREASE FROM 97.6% IN 2023 TO 100% IN 2026.

Aligns with WBWF area: *All students are ready for career and college.*

Goal type: *Integration*

Strategy #1: *Minneota Public Schools will plan and hold an annual registration orientation for all 7th-12th grade students.*

Type of Strategy: *Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.*

Narrative description of this strategy. *The school counselor and other school staff will discuss with students the Minneota Public Schools' graduation requirements and college entrance requirements. The school counselor and staff will also explain courses students should consider registering for that will help them in various career fields. The school counselor and staff will work with students and their families and discuss their post-graduation plans. This discussion helps students make informed decisions about the courses they could and must take to meet graduation requirements and help set them up for their post-graduation plans. Family engagement opportunities for parents and families will be provided to acquire skills and knowledge to help them support their child's academic and social/emotional needs. Minneota Public Schools' staff will hold an annual registration orientation for all 7th-12th grade students. The primary focus of this strategy is to equip families and parents with the necessary tools and support to assist their child to graduate and be successful after graduation.*

Location of services: *District*

Strategy #2: *Minneota Public Schools will plan and hold individual meetings with all families with a child/student who has a 3.0 GPA [or higher], making that student eligible to register for and take CTE and college-level courses.*

Type of Strategy: *Family engagement initiatives to increase student achievement.*

Narrative description of this strategy. *The Minneota Public Schools’ staff will meet with each student and his/her family to discuss additional course opportunities. This collaboration makes families aware of CTE and college-level opportunities and graduation requirements. Family engagement opportunities for parents and families will be provided to acquire skills and knowledge to help them support their child’s academic and social/emotional needs. Minneota Public Schools’ staff will hold an annual registration orientation for all 7th-12th grade students. The primary focus of this strategy is to equip families and parents with the necessary tools and support to assist their child to graduate and be successful after graduation.*

Location of services: *District*

Strategy #3: Career and college planning and exploration

Type of Strategy: *Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC and Integration.*

Narrative description of this strategy. *Minneota Public Schools provides multiple ways for students to explore their skills, personalities, and make plans for their continued education, careers, and lifestyles: ACT, PSAT testing, Accuplacer Testing, ASVAB, Interest Assessments, MCIS resources, and YMIC Career & College Events. We will actively work to design activities that relate to our student’s personal interests, goals, and challenges that they face in both their local schools and global communities. We will explore opportunities for the YMIC partner districts to collaborate with MN West to offer Hybrid Vocational classes in Career and Technology areas. As a result of our efforts, students will have an understanding of what they must do to be accepted to a post-secondary institution and be successful once they attend college. College visits help students to learn to navigate the college process and to feel more motivated to pursue education beyond high school. These activities provide background on potential careers, pathways, admission requirements and affordability.*

Location of services: *District and area colleges, universities, and trade schools*

Strategy #4: Career and college planning and exploration into district integration opportunities

Type of Strategy: *Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC and Integration.*

Narrative description of this strategy. *YMIC employs an Integration Coordinator. In collaboration with School Counselors, the YMIC Integration Coordinator will organize YMIC student events, and plans, and communicate with all YMIC stakeholders, including all the YMIC school district partners, businesses, and professionals, as well as post-secondary institutions. The events offered for YMIC students are regional college visits, career expos and college fairs and business tours, industry tours, financial aid seminars, employer panels, along with other activities that introduce students to the importance of college and specialized training after high school. Through organized collaborative events, students will have the opportunity to participate in culture sharing, social integration, career and college readiness skills, and leadership skills. Students will have a better acknowledgment of the land they reside on. In addition, we plan on attending a number of integration activities that will help students grow in their cultural competency. In previous years, these activities have included things like: 4th Grade College Experience at SMSU, 9th Grade Career Academy at MN West, 9-12 art students at the YMIC Art day, 7th grade Diary of Anne Frank Presentation, and necessary supplies for these activities.*

Location of services: *SMSU (Southwest MN State University), other organizations in Southwest Minnesota and the state.*

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
Strategy #1: Parent/Family attendance at the annual registration orientation for 7 th -12 th grade students.	30%	35%	40%
Strategy #2: Parent/Family attendance at family meetings [with a student having a 3.0 GPA or higher].	50%	55%	60%
Strategy #3: The percentage of students completing grade 11 earning credits in two or more CTE or college-level courses will increase from 97.6% in 2023 to 100% in 2026.	98%	99%	100%

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
Strategy #4: Percentage of eligible students participating in each cross-district [YMIC] activity or event.	75%	80%	85%

GOAL #2:

THE PERCENTAGE OF MINNEOTA PUBLIC SCHOOLS STUDENTS WITH ACCESS TO EFFECTIVE TEACHERS TRAINED IN EQUITY LITERACY WILL INCREASE FROM 0% IN 2023 TO 75% IN 2026.

Aligns with WBWF area: All racial and economic achievement gaps between students are closed.

Goal type: Teacher Equity

Strategy #1: Equity literacy training

Type of Strategy: Professional development opportunities focused on the academic achievement of all students.

Narrative description of this strategy. Minneota Public Schools will develop internal opportunities, and offer/support external opportunities, for licensed staff to attend and participate in training on various aspects and components of equity, with the goal of identifying and eliminating inequitable opportunities for students. After completing training, staff will have an increased understanding of racial, cultural, and socioeconomic groups and staff will be able to apply the knowledge to better serve the students and families in our school district. This will impact all students in our district by providing access to teachers who are more aware of equity competencies and strategies and who can better meet the varied needs of all learners.

Location of services: Minneota Public Schools; possible off-site regional professional development training, workshops and conferences; potential online training and workshops; State of Minnesota.

Strategy #2: Encouragement of additional and ongoing professional development for licensed staff

Type of Strategy: Professional development opportunities focused on the academic achievement of all students.

Narrative description of this strategy. Each year, our administration will ensure that students of ethnic diversity, free- or reduced-meal students, English Learners, and special education students will have equitable access to highly-qualified teachers. Using data, classrooms will be balanced in the most equitable way possible. In the 2022-2023 school year, our district had 6.7% of teachers who were in their first three years of teaching. The vast majority of our teachers hold appropriate licensed and received a rating of proficient or higher on the district's teacher evaluation process. Because of this, we feel there are no statistically-significant disparities between student groups in our district relative to access to effective and in-field teachers. Because of our location in rural southwest Minnesota, we are challenged by low applicant pools and limited diversity within our pool. Because of the low applicant pool, it is important to retain the teachers we have. Teachers are provided mentors and belong to Professional Learning Communities that meet weekly. We are also a QComp district and have established district and school SMART goals. We are fortunate to have the high-quality licensed staff that we do – 40% have attained their Master's Degree – and have limited turnover.

Location of services: Each school and classroom.

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
Strategy #1: Minneota Public Schools students' access to effective educators trained in equity literacy will increase from 0% in 2023 to 50% in 2026.	20%	35%	50%
Strategy #2: The percentage of licensed staff who have attained a Master's Degree [or higher] will increase by 3% annually.	32%	35%	38%

GOAL #3:

BY THE SPRING OF 2026, THE ACHIEVEMENT GAP BETWEEN NON-WHITE STUDENTS AND WHITE STUDENTS WILL DECREASE BY 3%, AS ASSESSED BY THE READING MCAS. THERE WILL BE NO MORE THAN A 12% IN PROFICIENCY WHEN THE TWO GROUPS ARE COMPARED.

<i>Student Group</i>	<i>Exceeds</i>	<i>Meets</i>	<i>Partially Meets</i>	<i>Does Not Meet</i>	<i># of Students</i>	<i>% Proficient</i>	<i>Achievement Gap</i>
<i>Ethnic [Non-White]</i>	5	10	7	9	31	48.4%	15.0%
<i>White</i>	38	118	53	37	246	63.4%	

Aligns with WBWF area: *Reducing the disparities in academic achievement among all students and specific categories of students, excluding the categories of gender, disability, and English learners.*

Goal type: *Academic Achievement*

Strategy #1: *LETRS (Language Essentials for Teachers of Reading and Spelling) training for all general education reading teachers and interventionists.*

Type of Strategy: *Professional Development Opportunities Focused on Academic Achievement of all Students*

Narrative description of this strategy. *The elementary general education reading and intervention (Title 1 and ESL) teachers will complete the comprehensive LETRS training and implement the training into their teaching and learning practices. The professional development will assist with reconstructing foundational learning in the lower elementary grades. Following the training, teachers will draft curriculum maps to complete a vertical alignment of the content being taught and the skills being asked to master in each grade.*

Location of services: *Minneota Elementary*

Strategy #2: *High School Cultural Awareness and Culturally Responsive Professional Development*

Type of Strategy: *Equitable access to effective and more diverse teachers.*

Narrative description of this strategy. *A component of effective practice [in education] research is accumulated successful practice. To support non-white [but really all] students who are at risk of not achieving success and/or who are at risk of not being ready for the next grade or level of learning, we want to be able provide effective teachers who are grounded in successful teaching and learning practices focused on cultural awareness and culturally responsive teaching and learning practices.*

Location of services: *Minneota Secondary*

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
<i>Strategy #1 and #2: By the spring of 2026, the achievement gap between non-white and white students will decrease by 3%, as assessed by the Reading MCA.</i>	14%	13%	12%
<i>Strategy #1 and #2: The percentage of teachers responsible for teaching English Language Arts to students in grades K-8 who will have completed LETRS training will increase from 0% at the start of the 2022-2023 school year to 90% by the end of the 2025-2026 school year. These teachers will include [at a minimum] all general education reading teachers PK-6, the ESL teacher, the Title I reading teacher, and specialists.</i>	67%	80%	90%

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2024	Target 2025	Target 2026
Strategy #1 and #2: By the summer of 2026, 100% of English-language arts curriculum grade level pacing guides will be completed to vertically align content and identify mastery skills at each grade.	33%	67%	100%
Strategy #2: The percentage of MPS staff members who successfully complete required staff development in cultural awareness and culturally responsive teaching and learning.	65%	75%	85%

Creating Efficiencies and Eliminating Duplicative Programs

Briefly explain how this plan will create efficiencies and eliminate duplicative programs and services (Minn. Stat. § 124D.861, subd. 2 (c)).

This plan does several things that create efficiencies and eliminate duplicative programs. This plan is in alignment with our World's Best Workforce Plan. This plan allows us to address identified and immediate needs for typically underrepresented students districtwide for all students. This plan allows for intentional actions, events, planning, and activities for students who we know have needs that we need and want to address.

All YMIC initiatives planned for 2023-2026 are a continuation of past successful integration practices or new programming. The YMIC will work collaboratively to promote Career & College Readiness strategies that we can share and promote in our individual districts as well as our region. The Integration Coordinator will continue to plan activities and events for all seven YMIC member districts. The frequency and duration of each activity will be dependent upon school counselors, administrators, and the YMIC Collaborative Council input. Our collaborative works hard to be unified in how we approach opportunities and access for all of our students. We will continue to work together to create more collaborative opportunities and find new and creative ways to provide services that will benefit our students. More work continues to be done on the Career Technical Education as well as the STEM education. We will continue to partner with the Private Industry Council, MN West Technical College and South West Minnesota State University, the National Guard, and DEED.

Members of the YMIC Collaborative share in the responsibility of the costs to operate the inter-district integration and achievement collaborative. Each member district receives 100% of integration and achievement funding and remits payment to the Collaborative Fiscal Host (Yellow Medicine East) for expenses incurred by the collaborative and for pro-rated costs for an Integration Coordinator. Collaborative expenses are determined based upon student count ratios. Collaboration meetings with the superintendents of the districts of: Canby, Dawson-Boyd, Ivanhoe, Lakeview, Minneota, Renville County West, and Yellow Medicine East are held in Granite Falls [Yellow Medicine East].



Minneota Public School District

Policy 414

Adopted: March 2010

Revised: April 2025~~July 2023~~

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment) includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes. chapter § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minnesota Statutes section 260C.007, subdivision 6, clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child’s basic needs and safety; or

8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules, Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on that child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child

with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection according to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section 609.341, subdivision 15), or by a person in a position of authority (as defined in Minnesota Statutes section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or the use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse, which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes section 243.166, subdivision 1b(a) or (b).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials. Still, the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 USC. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)



Confidential Student Maltreatment Reporting Form

Date submitted: _____ SMP File # _____ (MDE staff use only)

REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name: _____ Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mandated Reporter: ☐ Yes ☐ No

SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: _____ School District: _____ School/ Program Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal/Director: _____ Phone: _____

Email: _____

Transportation Company Contact: _____ Phone: _____

Email: _____

ALLEGED VICTIM

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Male ☐ Female ☐ DOB: _____ Grade: _____ Race/Ethnicity: _____

Receives Special Education Services: ☐ Yes ☐ No Primary Disability Category: _____

Alleged Victim is over the age of 18: ☐ Yes ☐ No (If over 18, please provide the following contact information)

Alleged Victim Phone: _____ Alleged Victim Email: _____

Alleged Victim has a legal guardian: ☐ Yes ☐ No

Parent/Guardian 1: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian 2: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ Male ☐ Female ☐

Home Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Race/Ethnicity: _____ Phone: _____ Alternate Phone: _____

Licensed: ☐ Yes ☐ No

If licensed, name of licensing board(s): _____ License/Folder # _____

INCIDENT

Date: _____ Time: _____ Setting (i.e. Bus, Classroom): _____

Location and Address (if different than enrolled school): _____

Witness _____ Phone: _____

Witness _____ Phone: _____

Police Notified: ☐ Yes ☐ No Police Department: _____

Police Contact: _____ Phone: _____ Case #: _____

Alleged Maltreatment: Physical Abuse ☐ Sexual Abuse ☐ Neglect ☐ Unknown ☐

Injury: ☐ Yes ☐ No

Description of Incident and Injury: (please attach additional documentation, if needed)



Minneota Public School District

Policy 421

Adopted: August 1995

Revised: JanuaryApril 2025

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than the nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has the discretion to determine what value is “insignificant.”
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

II. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value is received in return.
- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. “Financial interest” means any ownership or control in an asset that has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

E. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)



Minneota Public School District

Policy 422

Adopted: August 2010

Revised: ~~November~~April 2025

422 POLICIES INCORPORATED BY REFERENCE

I. PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees:

Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
<u>Model Policy 535</u>	<u>Service Animals in Schools</u>

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None



Minneota Public School District

Policy 423

Adopted: June 2015

Revised: SeptemberApril 20253

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise sound judgment and professionalism in all interpersonal relationships with students. Such relationships must be, and remain, on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

- 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.†
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults) Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators) Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)



Minneota Public School District

Policy 424

Adopted: September 2018

Revised: July April 2025

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that the qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.

- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent before the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current, and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency, and willful neglect of duty, which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None



Minneota Public School District

Policy 425

Adopted: August 2017

Revised: JulyApril 2025⁴

425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

- A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
 - 1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
 - 2. Members of the Advisory Staff Development Committee shall be appointed by the school ~~administration~~board. Committee members shall serve a two-year term based upon nominations by board members, teachers, and paraprofessionals. The school ~~administration~~board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.
- B. The school board will establish the Site Professional Development Teams.
 - 1. Members of the Site Professional Development Teams will be appointed by the school ~~administration~~board. Team members shall serve a two-year term based upon nominations by board members, teachers, and paraprofessionals. The school ~~administration~~board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the school board twice a year.
- B. The Staff Development Plan must contain the following elements:
 3. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the school board;
 4. The means to achieve the Staff Development outcomes;
 5. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes section 122A.187;
 6. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
 - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and

- g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
- 7. The Staff Development Plan also must:
 - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
- 8. Staff development activities must:
 - a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;

- h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
 - 9. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 10. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school ~~administration board~~ on a quarterly basis the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.

- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section II. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. . To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds, or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
1. additional stipends as incentives to mentors of color or who are American Indian;
 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire. The school district must consult the exclusive representative for employees receiving this training before creating or planning the training required under this section.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.
- E. For the 2024-2025 school year only, a school may reduce the hours of training required in paragraphs (b) to (e) to a minimum of six hours and must pay for paraprofessional test materials and testing fees for any paraprofessional employed by the school district during the 2023-2024 school year who has not yet successfully completed the paraprofessional assessment or met the requirements of the paraprofessional competency grid.

VIII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's comprehensive achievement and civic readiness report.
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and
 - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 121A.642 (Paraprofessional Training)
Minn. Stat. § 122A.187 (Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7, 7a, and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4, 4a, and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References: None



Minneota Public School District

Policy 504

Adopted: August 17, 2010

Revised: July April 2025

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

II. GENERAL STATEMENT OF POLICY

- A. The policy of this school district is to encourage students to be dressed suitably ~~appropriately~~ for school activities and in keeping with community standards. ~~This is a joint responsibility of the student and the student's parent(s) or guardian(s).~~
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
1. does not injure people or damage property;
 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
 4. does not involve substantial disorder or invasion of the rights of others.

B.D. Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
- 3.5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.

C.E. Inappropriate clothing includes, but is not limited to, the following:

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
- 4.5. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
- 5.6. Any apparel or footwear that would damage school property.

D.F. Hats are not allowed in the building except with the approval of the building principal (e.g., student undergoing chemotherapy; medical situations, student religious practice or belief).

G. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages

~~are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.~~

F.H. “Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student’s ability to comply with the dress code, and should seek to address such issues.

B. When, in the reasonable judgment of the administration, (1) a student’s clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).

C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

~~A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.~~

~~B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.~~

C.D. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

- Legal References:** U. S. Const., amend. I
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
D.B. ex rel. Brogdon v. Lafen, 217 Fed.Appx. 518 (6th Cir. 2007)
B.W.A. v. Farmington R-7 Sch. Dist., ~~508 F.Supp.2d 740~~ (8th Cir. 2009)~~E.D. Mo. 2007)~~
~~*Harper v. Poway Unified Sch. Dist.*, 545 F.Supp.2d 1072 (S.D. Cal. 2007)~~
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
Lowry v. Watson Chapel Sch. Dist., ~~540 F.3d 1303~~ (8th Cir. 2008)~~508 F.Supp.2d 713 (E.D. Ark. 2007)~~
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415, 78 ~~*Educ. L.Rep.* 828~~ (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 *Educ. L.Rep.* 205 (N.D. Ill. 1987)
- Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)



Minneota Public School District

Policy 529

Adopted: August 2023

Revised: April 2025

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

- A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;

2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (Compulsory Instruction))
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; Teachers' Legitimate Educational Interest)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**INDEPENDENT SCHOOL DISTRICT NO. 414
STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student's privacy rights must be protected.

Student's name:

Incident(s) of violence:

If staff have a legitimate educational interest, provide the following information.

Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g., triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

- ☐ IEP
- ☐ §504 Plan
- ☐ Functional Behavioral Assessment
- ☐ Reports or statements by school staff
- ☐ Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.



Minneota Public School District

Policy 618

Adopted: July 2023

Revised: April 2025

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- D. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- E. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.

- F. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- G. “Required standard” means (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The Elementary Principal/Curriculum Director shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The Superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

B. Statewide Academic Standards Testing

- 1. The school district will utilize statewide assessments developed from and aligned with the state’s required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state’s academic standards.
- 2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:

- a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
5. For students in grade 8, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Minnesota Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;

- d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minnesota Statutes section 120B.301(a) and (c); and
 - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
- 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 - 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 - 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly

defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.

- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- C. All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

- Legal References:***
- Minn. Stat. § 120B.018 (Definitions)
 - Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
 - Minn. Stat. § 120B.021 (Required Academic Standards)
 - Minn. Stat. § 120B.022 (Elective Standards)
 - Minn. Stat. § 120B.023 (Benchmarks)
 - Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
 - Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 - Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
 - Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 - Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 - Minn. Rules Parts 3501.3520 (Academic Standards for the Arts)
 - Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
 - Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 - Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
 - 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
- Cross References:***
- MSBA/MASA Model Policy 104 (School District Mission Statement)
 - MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
 - MSBA/MASA Model Policy 613 (Graduation Requirements)
 - MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
 - MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
 - MSBA/MASA Model Policy 616 (School District System Accountability)

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
Midway USA	Trap Team Donation	\$1,214	3/10/2025
Pheasants Forever	Trap Team - Selling Tickets	\$2,510	3/13/2025
Total Monthly Donations		\$3,724	

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 March, 2025.

Martin Hennen, Clerk



AGRI Meat Education and Training (MEAT) Grant Program

Fiscal Year 2025 Request for Proposals

Applications due Tuesday, April 1, 2025, 4 p.m. Central Time

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

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Grant Summary

Overview

The Meat Education and Training (MEAT) Grant Program is a competitive funding opportunity for Minnesota secondary career and technical education programs (public or private schools or school districts) seeking to establish or enhance meat cutting and butchery training for secondary students.

Grants fund equipment, facility renovation, curriculum development, and faculty training for new and established meat cutting programs. Priority will be given to applicants that collaborate with meat cutting and butchery programs at Minnesota State Colleges and Universities (Minnesota State) or local industry partners.

The Minnesota Legislature provided this funding through the Agricultural Growth, Research, and Innovation (AGRI) program to be administered by the Minnesota Department of Agriculture (MDA).

Funding availability

The MDA anticipates awarding approximately \$225,000 using a competitive review process.

Applicants may request a minimum of \$5,000 and a maximum of \$75,000 per project; up to 10% of each grant may be used for faculty training. Schools are not required to contribute matching funds.

We expect 5 to 10 grants will be awarded, but the final number depends on the size of awards.

This Request for Proposals does not obligate the State of Minnesota to award any grant contract agreements.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities.

This grant will prioritize:

- Projects that coordinate with meat cutting and butchery programs at Minnesota State (i.e., Central Lakes College and Ridgewater College) and local industry partners.
- Projects that become self-sustaining after grant period.

Grant outcomes will include:

- Increased number of Minnesota students obtaining knowledge and skills to enter a career in the meat processing industry.
- Increased opportunities for Minnesota students to access training in meat cutting and butchery.

How to submit questions

For questions on the grant program or application:

- Submit your questions in writing by **4 p.m. Central Time (CT) on Tuesday, March 25, 2025.**
- Email MDA.AGRIGrants@state.mn.us with “MEAT Grant Program” in the subject line.

MDA employees are not authorized to provide advice on any applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

For help with the online application system:

- Call 651-201-6500 or email MDA.AGRIGrants@state.mn.us for technical assistance.
- Include “MEAT Grant Program” in the subject line.

How to apply

Applications are due by **4 p.m. CT on Tuesday, April 1, 2025.** We will not consider late applications.

- Apply using our [online application system](#).
 - If you are a new user, you’ll need to create an account first.
 - Once you’re logged in, select “MEAT Grant Program.”
- Apply early so there is enough time to get technical assistance if needed.
 - It’s best practice to submit your application at least 24 hours in advance.
 - We are not responsible for any technical or logistical problems that result in a late submission. It is your responsibility to ensure that we receive your application before the deadline.

Timeline and deadlines

March 25, 2025 Questions due by 4 p.m. CT

April 1, 2025 Applications due by 4 p.m. CT

May – June 2025 Applicants notified of decisions; grant agreement process begins

Grant Eligibility

Eligible applicants

Public or private schools or school districts in Minnesota that seek to establish or enhance meat cutting and butchery training for secondary students (Grades 6 through 12, unless otherwise designated by the school district).

Applicants must be in good standing with the State of Minnesota.

- No back taxes owed.
- No defaults on Minnesota state-backed financing for the last seven years.
- Acceptable performance on past MDA grants.

Collaboration

Priority will be given to projects that propose collaborations with meat cutting and butchery programs at Minnesota State or local industry partners. School districts may collaborate with other districts on an application but should clearly identify the lead applicant that will have the grant contract agreement with the MDA.

Eligible projects and expenses

Projects must:

- Establish or enhance meat cutting and butchery training for secondary students.
- Not start until the grant contract is signed by all parties and has reached its start date.
- Be completed within three years of the project start date.
- Be conducted in Minnesota.

Project examples include but are not limited to:

- Purchase of equipment required for a meat cutting program (e.g., refrigeration units, tables, saws, knives, cleaning and sanitizing equipment).
- Contractor costs and materials for installation of approved equipment, including plumbing, drainage, venting, and electrical work.
- Facility renovation to accommodate meat cutting.
- Purchase of livestock and livestock products for instructional use.
- Curriculum development for new or enhanced meat cutting program.
- Licensing and permitting costs required for new or enhanced meat cutting program (expenses must be incurred and paid during the grant period).
- Training faculty to teach the fundamentals of meat processing may be included as a project component and is limited to 10% of grant.

Ineligible expenses

Expenses ineligible for reimbursement include but are not limited to:

- Expenditures incurred prior to contract execution or after grant period.
- Wages and benefits for existing staff positions, unless compensation is for additional time or a different role over and beyond normal duties.
- Consumable supplies (e.g., gloves, disinfectants).
- Advertising, public relations, entertainment, and amusement costs.
- Donated goods and services. While in-kind services may be furnished to an applicant by professional and technical personnel, consultants, and other skilled and unskilled labor, the value of these services is not eligible for reimbursement. Likewise, the value of tangible in-kind contributions, including property, is ineligible.
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to comply with federal, state, local, or tribal laws and regulations.
- Indirect costs (expenses of doing business that are not readily identified with the project).
- Fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.
- Taxes, except sales tax on goods and services.
- Lobbyists and political contributions.
- Bad debts, late payment fees, finance charges, legal costs, or contingency funds.
- Parking or traffic violations.

Matching funds

Applicants are not required to provide matching funds to the grant award. Up to 100% of the total project cost may be covered by the grant, with a minimum grant award of \$5,000 and a maximum grant award of \$75,000. However, applicants and their grant proposals will be evaluated based on their long-term sustainability, including their ability to support the project after the expiration of grant funding.

Application Review Policies

Review process

A review committee made up of MDA staff and external reviewers evaluates all eligible applications based on the criteria in the Project Evaluation Profile. Reviewers may recommend whole or partial funding of a project. The commissioner of agriculture reviews the committee's recommendations and makes the award decisions. Reviewers, staff and the commissioner may consider geographic distribution, applicant's history as a state grantee including progress made on previous grants, compliance with state rules and regulations, and capacity to perform the work.

We will notify applicants, both successful and unsuccessful, in writing. Applicants may request a summary of reviewer comments.

Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT.16B.98](#) and [Conflict of Interest Policy for State Grant-Making, 2022 \(Word\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to give impartial assistance or advice to the MDA due to competing duties or loyalties.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

An example of a conflict of interest would be an external party (such as a vendor) writing an application for an applicant when that external party stands to profit from the grant award.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicant or grantee will be notified and actions will be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Privacy notice and data classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under this program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the [Minnesota Data Practices Act](#) as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in application responses (except for data otherwise classified by law, including trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will generally be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e. the data must be about the applicant) and otherwise meet the legal definition found in statute ([MINN. STAT. 13.37, subd. 1\(b\)](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application: the applicant must: 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique, or process that the applicant believes to be trade secret information; 2) describe what efforts the applicant takes to maintain the secrecy of the data; and 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons. Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN. STAT. 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Requirements for Grant Recipients

Pre-award risk assessment

Under [Policy 08-06: Policy on Pre-Award Risk Assessment for Potential Grantees \(PDF\)](#) the MDA is required to complete a pre-award risk assessment of grantees selected to receive a grant award of \$50,000 or greater. Applicants will be asked to submit documents relevant to their entity.

If the MDA determines that the awardee has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

Political subdivisions

Political subdivisions, including counties, towns, cities, school districts, and other municipal corporations or political subdivisions of the state authorized to enter into contracts will need to certify that none of its current public officials, board members, or staff with authority to access grant funds have been convicted of a felony financial crime in the last 10 years.

Grant award agreement

Grant contract agreement templates are available for review on the [Office of Grants Management Forms and FAQs](#) webpage.

Upon approval of an application, completion of the pre-award risk assessment, and before beginning work on the grant project(s) and receiving reimbursements, the applicant must:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, or confirm that the information in SWIFT is still correct.
- Submit other required documentation within 30 days of award notification.
- Sign a grant contract agreement showing their intention to complete the proposed tasks. This agreement must be signed within 30 days of being sent to the grantee.

Accountability and reporting

Grantees will be required to submit progress reports at least annually during the grant period, a final report at the completion of the project, and may also be required to respond to requests for additional information about the long-term impact for up to three years after the grant period. Grant payments shall not be made on grants with past due progress reports unless the MDA has given the grantee a written extension.

Information reported to the MDA may be classified as public data. Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the grantee's ability to secure future funding from the MDA.

To ensure compliance with meat inspection statutory and regulatory requirements, applicants are encouraged to reach out to the [Minnesota Meat, Poultry, and Egg Inspection Program](#) during project planning and incorporate the permitting process in the work plan component of the application.

Payments

Eligible expenses may only be incurred after the grant contract agreement has been signed by all parties.

Grant funds are dispersed on a reimbursement basis. All grantee requests for reimbursement must correspond to the approved grant budget.

The MDA will perform a financial reconciliation of at least one invoice on grants greater than or equal to \$50,000. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA. For this purpose, the grantee must provide expense receipts, employee timesheets, invoices, and any other supporting documents requested by the State.

Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities (MINN. STAT. 270C.65, Subd. 3 and other applicable laws).

Site visits

The grant agreement allows the MDA to monitor the progress of the project. The MDA will perform a monitoring visit for all grantees with awards of more than \$25,000 before a final payment is approved. Other grantees may receive monitoring visits at the discretion of the MDA.

Bidding requirements

All funded applicants must abide by the state's [bidding requirements](#) for larger purchases.

Publicity

All projects funded must publicly credit AGRI funding, including on the grantee's website when practical.

Affirmative action and non-discrimination policy

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified ([MINN. STAT. 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship ([Minnesota Rules, part 5000.3500](#)).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

Audits of project

The grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the MDA, the Department of Administration, and either the legislative auditor or the state auditor, as appropriate ([MINN. STAT. 16B.98, subd. 8](#)).

The grantee is responsible for the retention of documents and records relevant to the grant. This requirement will last for a minimum of six years from the grant agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Voter registration requirement

The grantee will provide voter registration services for its employees ([MINN. STAT. 201.162](#)).

AGRI Background and Program Goals

The Agricultural Growth, Research, and Innovation Program (AGRI) was established to advance Minnesota's agricultural and renewable energy industries ([MINN. STAT. 41A.12](#)). AGRI has made significant economic impacts by increasing productivity, improving efficiency, and assisting the development of agricultural products. The primary goal of the AGRI Meat Education and Training grant is to provide opportunities for Minnesota schools to establish or enhance meat cutting and butchery training programs.

Project Evaluation Profile

Evaluation Criteria	Maximum Score
Objectives and outcomes <ul style="list-style-type: none"> Objectives and outcomes of project are aligned with metrics or other indicators to demonstrate the project's success. Application describes how the project will increase opportunities for Minnesota secondary students to access training in meat cutting and butchery. Application describes meat source(s), intended use, and intended licensing. 	20
Budget <ul style="list-style-type: none"> Budget clearly identifies all project costs. Budget narrative thoroughly justifies expenses. Budget describes plan for sustainability. 	15
Collaboration <ul style="list-style-type: none"> Application demonstrates partnership with meat cutting and butchery programming at Minnesota State Colleges and Universities. Application demonstrates partnership with local industry partner(s). 	15
Curriculum <ul style="list-style-type: none"> Application clearly describes proposed curriculum. 	15
Work plan and timeline <ul style="list-style-type: none"> Work plan is thorough and realistic. A detailed description of each step of the grant project, including licensing and permitting, is provided with estimated dates. 	10
Priority areas <ul style="list-style-type: none"> More than 50% of students in the public or private school or school district are eligible for free or reduced price meals. The project is coordinating with Minnesota State butchery or meat cutting programs and industry partners. 	10
Safety <ul style="list-style-type: none"> Application clearly describes how project addresses student safety and food safety. 	10
Stakeholder support <ul style="list-style-type: none"> Application includes letter(s) of support from school board or other community stakeholders. 	5
Total	100

Application Questions

Contact information

Applicant information

- Name of applicant organization (school or school district)
- Mailing address of applicant organization
- Name of contact person
- Contact person's title
- Contact person's telephone
- Contact person's email
- Legislative district of applicant organization

Contact information

Upload a signed "Authority to Apply Letter" based on the template at the end of the RFP. This letter must be on the letterhead of the organization applying for the grant and include all the information requested. It should be signed by an individual at the school district (typically a superintendent or school business officer) who has the authority to sign contracts on behalf of the public or private school or school district.

Eligibility

Confirm and acknowledge the following statements:

- I have the authority to apply for this grant.
- The applicant organization is a public or private school or school district in Minnesota that seeks to establish or enhance meat cutting and butchery training for secondary students.
- The applicant organization is in good standing with the State of Minnesota. (No back taxes owed, no defaults on Minnesota state-backed financing for the past seven years, and acceptable performance on past state grants.)
- The MDA is unable to reimburse for any work that is performed prior to the effective date of the grant contract agreement (anticipated May/June 2025) or after the expiration date (approximately three years after the effective date).

Project summary

Grant request

- Project name
- Total project cost
- Total grant request. Maximum of \$75,000, minimum \$5,000.
- Expected project start date
 - Must be after the contract is signed by you and the State of Minnesota.
 - Award notification is in May, and contracts need to be signed by end of June.
- Expected project end date
 - Grant contracts will have an end date approximately three years after the effective date (approximately June 2028).
 - You will have up 30 days after your contract end date to submit for a reimbursement.
 - All items and services must be performed and paid for by the end date of the contract.

Executive summary

Include a description of the project and goals to be accomplished. The executive summary of this proposed project must be suitable for dissemination to the public. (Maximum 1,200 characters, including spaces)

Project plan

Proposed objectives and outcomes

Describe the project's objectives and outcomes, including metrics and indicators of success. Address how the proposed project will increase opportunities for Minnesota secondary students to access training in meat cutting and butchery. (Maximum 2,500 characters, including spaces)

How do you anticipate sourcing the meat that will be processed during your program? How do you anticipate using the meat after it is processed? (Maximum 2,500 characters, including spaces)

Describe the steps you have taken to ensure that you have the correct licensing for your intended activities. (Maximum 2,500 characters, including spaces)

I understand that there may be additional licensing requirements depending on project growth and the type of processing activities taking place. (Yes)

Budget

Create a budget using the format in the example below. You must upload the budget in Excel or Word. Do not upload a PDF of the budget or bids/quotes in lieu of using the budget table format.

Item or service	Quantity	Cost per unit	Total cost	Vendor, contractor, or consultant
Example: Installation of walk-in freezer	24 hours	\$75 per hour	\$1,800	ABC Contractors
-	-	-	-	-
-	-	-	-	-

Budget narrative

Justify your budget by addressing the following (Maximum 2,000 characters, including spaces):

- Describe the purpose of each expense listed.
- Identify any specific vendors, contractors, or consultants for the project and why they were chosen.
- Attach any quotes or estimates you used to develop your budget.
- Applicants are not required to provide a cash match. If the project requires funds in addition to the grant request, please identify the sources of the other funding.
- Explain how the project will be sustained after the expiration of grant funding.

Collaboration

Describe any proposed collaboration with meat cutting and butchery programs at Minnesota State, local industry partners, or other school districts. (Maximum 2,500 characters, including spaces)

Upload letters of support and commitment from proposed partners (optional).

- Combine all letters into one file to be uploaded. If this is not possible, send the letters to the grant administrator via email before the application due date. PDF is the preferred file format.

Proposed curriculum

Describe the curriculum planned for the proposed training in meat cutting and butchery. In your description, include specifics as to how the curriculum will address food safety and student safety. If project includes the purchase of curriculum or curriculum development, describe the process that will be used to select or develop the curriculum for the proposed training. Describe any plans to share the proposed curriculum with other schools or districts. (Maximum 2,500 characters, including spaces)

Work plan and timeline

Create a work plan and timeline using the format in the example below. You should include the steps that you will take to successfully complete your project, including licensing and permitting. The work plan should indicate when meat cutting and butchery training will start with students (this may occur after grant period, but no grant expenses may be incurred after grant period).

Upload the work plan as an Excel or Word file.

Timeframe	Description of task or action item	Responsible party
Example: July 2025	Request bids for meat processing equipment	Ag Instructor
-	-	-
-	-	-

Meat, Poultry, and Egg Inspection Program letter

Applicants are encouraged to reach out to the [Minnesota Meat, Poultry, and Egg Inspection Program](#) to discuss licensing and permitting requirements and include a letter from the program confirming that regulatory requirements have been discussed. This letter is not required.

Free and reduced price meals

Explain what percentage of students in your public or private school or school district are eligible for free or reduced price meals. This information can be found using the [Minnesota Department of Health's Free & Reduced Price Lunch \(FRPL\) Eligibility interactive data tool](#), but you may use additional verifiable sources as well.

Food safety

Describe how your project will address food safety and student safety. (Maximum 2,000 characters, including spaces)

Stakeholder support

Upload letters of support from school board or other community stakeholders. (Optional – up to 3 letters)

- Combine all letters into one file to be uploaded. If this is not possible, send the letters to the grant administrator via email before the application due date. PDF is the preferred file format.

Authority to Apply Letter Template

[Use Letterhead of Organization Applying for the Grant]

Date: MM/DD/YYYY

To: Minnesota Department of Agriculture, Ag Marketing and Development Division

From: Name

[Insert name of applicant] has the authority to submit this Fiscal Year 2025 Meat, Education, and Training (MEAT) Grant on behalf of [Insert name of school district].

The following individuals have been identified as the primary points of contact for any resulting grant contract agreement:

Identified Official with Authority (IOWA) to Sign

Name of official with authority to sign:

Title:

Phone number:

Email:

Primary Program Contact Information

Name of Program Contact:

Phone number:

Email:

Business Manager Contact Information

Name of business manager:

Title:

Phone number:


Email:

Signature and Date of the Official with Authority to sign

Name:

Date:

CALENDAR REVIEW

- 
- Important Dates**
- ✓ Friday, March 28: Early Dismissal and Teacher Professional Development [12:15 pm]
 - ✓ **Monday, March 31: School Board Retreat [5:00 pm]**
 - ✓ Thursday, April 17: MRVED Common-In-Service [all day]
 - ✓ Friday, April 18: No School
 - ✓ Monday, April 21: No School
 - ✓ **Wednesday, April 23: School Board Meeting [5:30 pm]**

 Any items for future agendas?