



# MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD REGULAR MEETING

Wednesday, April 23, 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.

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## **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

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## **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 Agenda .....M/S/V
- 1.5. Recognition of Visitors and Guests
- 1.6. Viking Pride: Positive Comments by School Board Members and Administration ..... I/D

### **2. Presentations**

- 2.1. Technology Update: Devann Shultz, Technology Director ..... I/D
- 2.2. Post Secondary Enrollment Options: Heather Anderson, High School Principal..... I/D

### **3. Business Agenda**

- 3.1. Student Enrollment
- 3.2. Student Activity Account
- 3.3. Financial Report
- 3.4. Approve March Bills-Check Register .....M/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 March 26, 2025 Regular Meeting
- 5.2. Minutes of the March 31, 2025 Retreat-Work Session
- 5.3. Personnel Items
- 5.4. Open Enrollment Requests
  - 5.4.1. Kindergartener from Ivanhoe School District [2025-2026]
  - 5.4.2. Kindergartener from Canby School District [2025-2026]
  - 5.4.3. Kindergartener from Marshall School District [2025-2026]
  - 5.4.4. Kindergartener from Yellow Medicine School District [2025-2026]
  - 5.4.5. 2nd Grader from Canby School District
  - 5.4.6. 11th Grader from Marshall School District
- 5.5. Declare Five (5) 75" SMART Televisions and 10 Old Monitors as Obsolete/Surplus
- 5.6. Fundraiser Requests
- 5.7. AmeriCorps Services Agreement

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- 6. Items Removed from the Consent Agenda .....I/D/M/S/V**
- 7. Previous Business**
- 7.1. Policies and Procedures Review – 2<sup>nd</sup> Reading .....M/S/V
    - 7.1.1. Policy #414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
    - 7.1.2. Policy #421: Gifts to Employees and School Board Members
    - 7.1.3. Policy #422: Policies Incorporated by Reference
    - 7.1.4. Policy #423: Employee-Student Relationships
    - 7.1.5. Policy #424: License Status
    - 7.1.6. Policy #425: Staff Development
    - 7.1.7. Policy #504: Student Dress and Appearance
    - 7.1.8. Policy #529: Staff Notification of Violent Behavior By Students
    - 7.1.9. Policy #618: Assessment of Standard Achievement
- 8. New Business**
- 8.1. Accept 2025-2026 Health Insurance Renewal from the Minnesota Healthcare Consortium/Medica/SWWC.....M/S/V
  - 8.2. Accept 2025-2026 Dental Renewal from Delta Dental/Northeast Service Coop .....M/S/V
  - 8.3. Approve 2025-2026 Technology Budget/Purchases ..... I/D/M/S/V
  - 8.4. Approve MN State Career and Technical Education/SWWC/Perkins Statement of Assurances and Compliance .....M/S/V
  - 8.5. Policies and Procedures Review – 1st Reading ..... I/D
    - 8.5.1. Policy #403: Discipline, Suspension, and Dismissal of School District Employees
    - 8.5.2. Policy #404: Employment Background Checks [and Form]
    - 8.5.3. Policy #405: Veteran’s Preference; Hiring
    - 8.5.4. Policy #701.1: Modification of School District Budget
    - 8.5.5. Policy #702: Accounting
    - 8.5.6. Policy #703: Annual Audit
    - 8.5.7. Policy #704: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
    - 8.5.8. Policy #705: Investments
    - 8.5.9. Policy #706: Acceptance of Gifts
    - 8.5.10. Policy #807: Health and Safety
  - 8.6. Approve a Resolution for Acceptance of Gifts/Donations/Grants..... M/S/V-RC
- 9. Calendar Review: Meeting & Dates .....I/D**
- 10. Potential Items for Future Meetings .....I/D**
- 11. Adjournment ..... M/S/V**

# PRESENTATION



# *Technology Update*

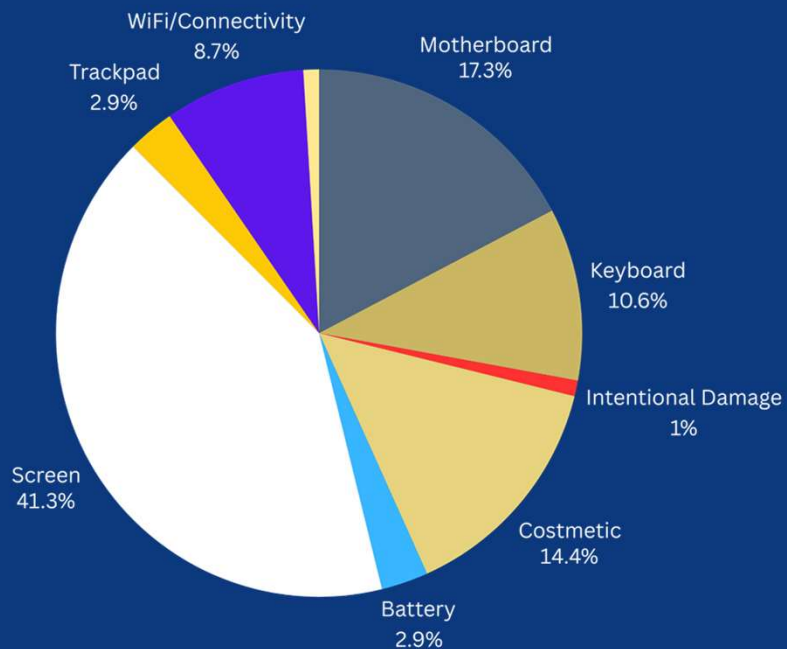
April 23rd, 2025

# First School Year with 4- 12 Chromebooks

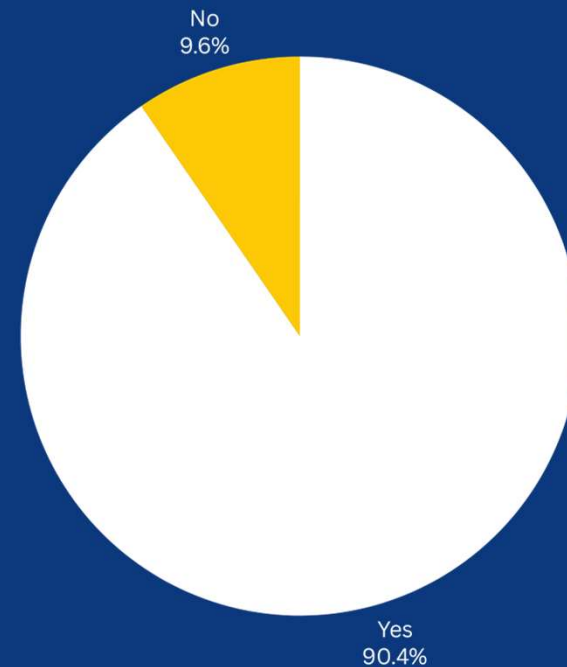
- ★ No reported device related issues during state testing
- ★ 2 teachers using previous student Windows devices for small portions of classes
- ★ One student using Windows device for a college class

# Device Repairs (103)

## Types of Repairs



## Students Who Had Purchased Insurance Coverage



# Cyber Security

## **Training Completion Rate**

**90.56%**

Industry Average 70.21%

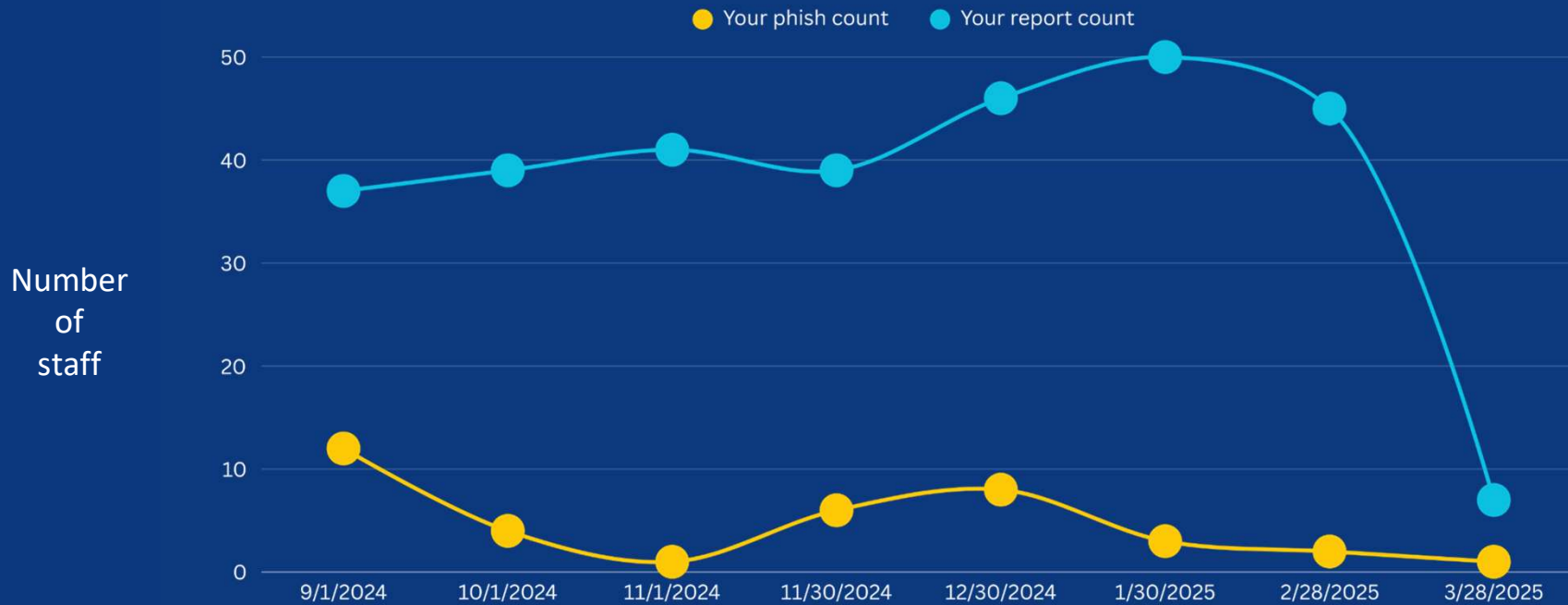
## **Average Percentage of Staff Phished Per Month**

**5.2%**

Industry Average 12.5%

# Cyber Security

- ★ 29 Different Staff Members have been Phished at least one time since September 2024



# 2024/2025 Highlights

- ★ Replaced all workstation monitors (where needed)
- ★ Rekindled Technology Committee
- ★ Physical and digital network mapping
- ★ Data tracking and analysis
- ★ Ongoing cyber security auditing, planning, and troubleshooting

# Google Additional Services

## ★ Impact of Google's New Privacy Policy

Google has recently updated its privacy policy regarding student accounts, which directly affects how we manage access to additional services beyond core educational tools like Gmail, Drive, and Classroom.

## ★ Key Change: Annual Parental Consent Required

Under the new policy, services such as YouTube, Google Earth, Google Maps, Google Photos, and Google Translate now require **explicit annual parental consent** for students under 18.

Without this consent, students will only have access to Google's Core Services, which include Gmail, Drive, Docs, Sheets, Slides, Classroom, Calendar, Meet, Keep, and Chat.

# Google Additional Services

## ★ How this Affects Our School

We must now track and manage parental consent on an annual basis, adding complexity to our account setup process.

## ★ Next Steps

We are exploring options to streamline the consent collection process, potentially integrating it with other annual student forms.

We will work with teachers to identify alternative resources if needed.

# Summer 2025

- ★ Carson Becker returning as summer assistant
- ★ Replacing all network switches - Purchased with the help of E-Rate funds
- ★ Replacing remaining SMARTboards with Newline interactive TV Panels
- ★ Installing remaining classroom amplification systems

# Summer 2025

- ★ Replacing 95 Chromebooks
- ★ Replacing Staff Desktops and Laptops per device replacement cycle
- ★ Updating Document Cameras and Webcams
- ★ Planning Staff and Student training for CIPA compliance

# Future Projects

- ★ Utilize Technology Committee  
Assess Teacher/District needs and wants
- ★ Long-Range Budgeting
- ★ AI Integration and Planning  
We need a plan - create district guidance  
Ensure ethical use  
Teacher training  
Support personalized learning

# *Questions / Comments*

Thank you for your time and continued support, and for  
all that you do for our school

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# Online College courses

**MN Department of Education**

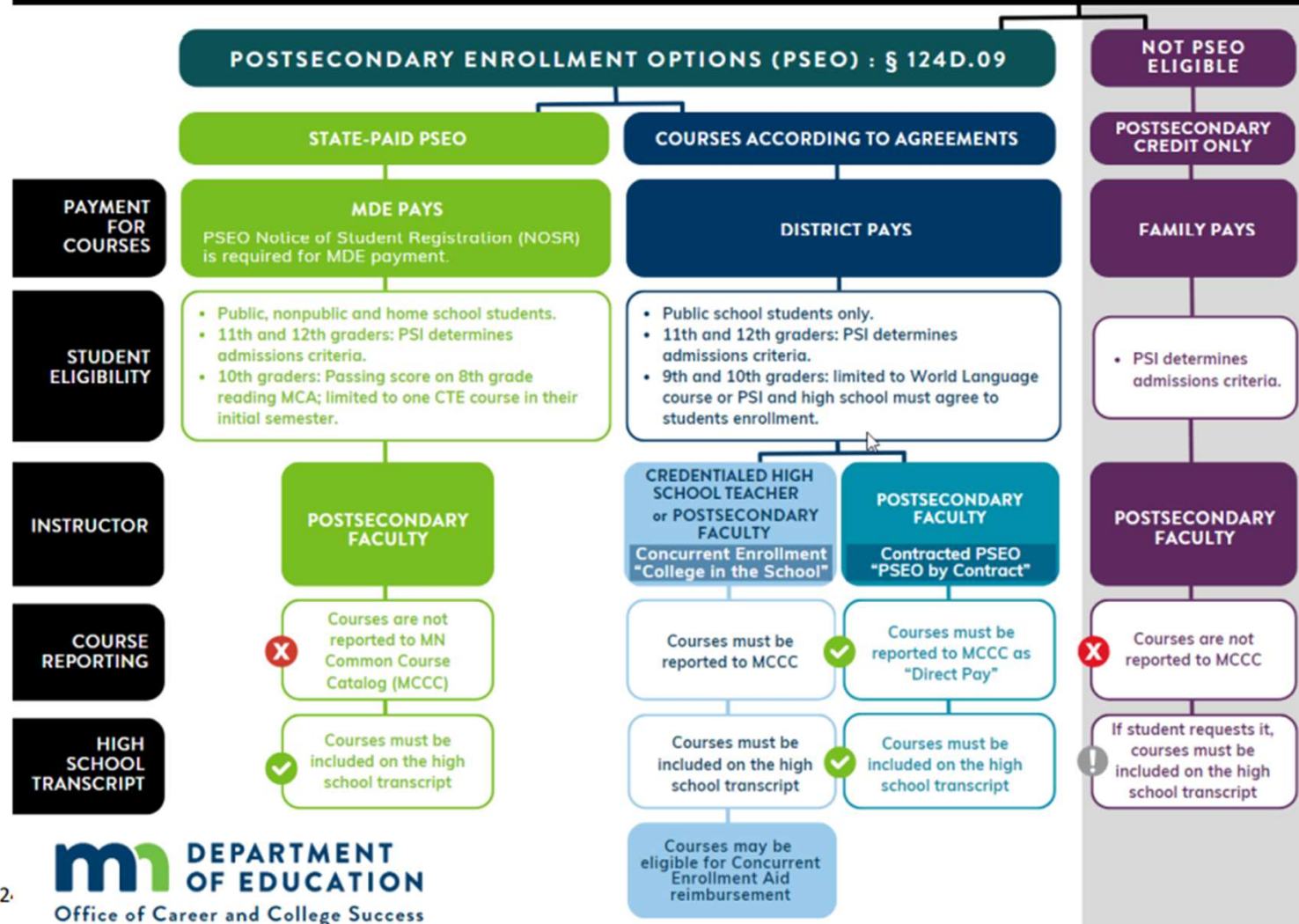
# Agenda

- ☐ Important Definitions
- ☐ Funding
- ☐ Eligibility
- ☐ Participation Requirements
- ☐ Tuition
- ☐ Textbooks, Materials, and Fees
- ☐ General Guidance
- ☐ Credits

## Important Definitions

- ❑ PSEO: A dual credit program that allows HS students to earn high school and college credit simultaneously.
  
- ❑ Concurrent Enrollment: HS students take college-credit bearing courses taught by college-approved HS teachers at a high school.
  - ❑ Some you may have heard of:
    - ❑ College in the Schools- The University of Minnesota- Twin Cities
    - ❑ Senior to Sophomore- St. Cloud State University
    - ❑ College Now- Southwest Minnesota State University

## POSTSECONDARY COURSES



## Funding

	State-Paid PSEO	Courses According to Agreements
What happens to the general education revenue generated by the student?	A portion of it “follows” the student to the college.	It stays with the district.
Who pays the postsecondary institution for PSEO courses	MDE	District
How is payment	PSEO	Determined by the

## PSEO by Contract

- ❑ Contractual Agreement for payment
  - ❑ Between the school district and PSEO institution
  - ❑ Outlines payment rate (per credit, per student)
  - ❑ MDE is NOT involved
  - ❑ Negotiable
- ❑ Cannot limit student choice
  - ❑ A secondary school can have PSEO contracts with any PSI but that does not restrict those students to only taking courses from contracted PSI.

**STATE OF MINNESOTA**  
**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**[College or University Name]**

**POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT**

This contract is by and between **[Insert MN School District name and number]**, located at **[insert address]**, (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of **[Insert College/University Name]** (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

**EXAMPLE**

## Eligibility

Grade	Traditional PSEO	PSEO CTE	Courses According to Agreements
10		<p>Students must have received a passing score on the 8th grade MCA in reading</p> <p>OR</p> <p>If no MCA, then another reading assessment.</p> <p>If the student receives a grade of “C” or better in the one CTE course during the first term of enrollment, the school must allow the student to take courses.</p>	<p>Students can participate in courses taught by a secondary teacher and offered at a secondary school IF:</p> <ul style="list-style-type: none"><li>- The school &amp; institution agree to the student’s enrollment</li><li>- The course is a world language course currently available to 11th &amp; 12th grade students.</li></ul>

# Eligibility

Grade	Traditional PSEO	PSEO CTE	Courses According to Agreements
11	May enroll		May enroll

## Eligibility

Grade	Traditional PSEO	PSEO CTE	Courses According to Agreements
12	May enroll		May enroll

## Participation Requirements

- ❑ A student MUST give up one class at the high school during the core school day.
  - ❑ Student enrolled full-time at the HS would have to take a study hall in order to take a PSEO class.
  - ❑ A student can choose to NOT give up any classes and take a study hall and still have a PSEO class, but the student would have to pay their own tuition. The PSEO class would be eligible for college credits, and could decide to have their credits on the HS transcript.

## Tuition

- ❑ Students can't be charged for their PSEO courses
- ❑ Students can't be charged for fees that the postsecondary institutions
  - ❑ Tech fees
  - ❑ E-books
  - ❑ Library services
  - ❑ Expenses
- ❑ The state will pay for a course only once unless the student fails the course.
  - ❑ As long as the student has not received credit for the course.
  - ❑ Postsecondary institutions will be paid for a student who withdraws from a PSEO course after the first 14 days of the semester.

## Textbooks, Materials, Fees, & Equipment

- ❑ Students will NOT be charged for the following:
  - ❑ Textbook and materials
    - ❑ Any required materials for the course
  - ❑ Fees
  - ❑ Travel Expenses
    - ❑ If required to earn credit.
- ❑ Students may be charged fees for the following:
  - ❑ Equipment
    - ❑ Equipment that will be the student's property following the class.
  - ❑ Not returning textbooks

## Textbooks, Materials, Fees, & Equipment

Subd. 19. **Fees; textbooks; materials.** A postsecondary institution that receives reimbursement for a pupil under subdivision 13 may not charge that pupil for fees, textbooks, materials, support services as defined in section [135A.16](#), or other necessary costs of the course or program in which the pupil is enrolled if the charge would be prohibited under section [123B.37](#), except for equipment purchased by the pupil that becomes the property of the pupil. An institution may require the pupil to pay for fees, textbooks, and materials for a course taken for postsecondary credit.

Subd. 20. **Textbooks; materials.** All textbooks and equipment provided to a pupil, and paid for under subdivision 13, are the property of the pupil's postsecondary institution. Each pupil is required to return all textbooks and equipment to the postsecondary institution after the course has ended.

# Textbooks, Materials, Fees, & Equipment

## **123B.37 PROHIBITED FEES.**

Subdivision 1. **Boards shall not charge certain fees.** (a) A board is not authorized to charge fees in the following areas:

- (1) textbooks, workbooks, art materials, laboratory supplies, towels;
- (2) supplies necessary for participation in any instructional course except as authorized in sections [123B.36](#) and [123B.38](#);
- (3) field trips that are required as a part of a basic education program or course;
- (4) graduation caps, gowns, any specific form of dress necessary for any educational program, and diplomas;
- (5) instructional costs for necessary school personnel employed in any course or educational program required for graduation;
- (6) library books required to be utilized for any educational course or program;
- (7) admission fees, dues, or fees for any activity the pupil is required to attend;
- (8) any admission or examination cost for any required educational course or program;
- (9) locker rentals;
- (10) transportation to and from school of pupils living two miles or more from school.

(b) Notwithstanding paragraph (a), clauses (1) and (6), a board may charge fees for textbooks, workbooks, and library books, lost or destroyed by students. The board must annually notify parents or guardians and students about its policy to charge a fee under this paragraph.

## OCHS & MN West

### OCHS

- ☐ \$135/credit
- ☐ Courses from: Northwestern Tech, Alexandria Tech, and Northland Tech
- ☐ OCHS pays for the books
- ☐ OCHS ensures books are sent to counselor at start of the semester
- ☐ OCHS monitors students' success in their programs and notify counselor of any concerns/suspensions
- ☐ If a student WITHDRAWS after the drop date, the school must pay BUT can fill the "seat" with another student.
- ☐ OCHS follows our school calendar for end of semester.

### MN West

- ☐ \$244.33/credit
- ☐ Courses from MN West
- ☐ Students must order own books and set to bill school.
- ☐ We pay for the student books.
- ☐ We pay a \$10 shipping fee to have books sent to us.
- ☐ Notify counselor at midterm if unsatisfactory progress.
- ☐ If a student WITHDRAWS after the drop date, the school must pay.
- ☐ MN West follows their calendar for end of semester

## PSEO General Guidance

- ❑ Dissemination of Information:
  - ❑ Annually post PSEO options on website and materials distributed to parents:
    - ❑ 3 weeks prior to date of school registration OR
    - ❑ March 1
  - ❑ Material must be provided to all students in grades, 8, 9, 10, and 11.
- ❑ Access to building and technology:
  - ❑ School MUST allow student to remain on site during regular school hours.
- ❑ Can't enforce notification deadline earlier than May 30 (fall term) or October 30 (spring term).
- ❑ Reporting:
  - ❑ Minnesota Common Course Catalogue (MCCC)
  - ❑ Reporting Year **2024-25 (2025)** is open.
    - ❑ **9-12** includes all courses, including PSEO courses according to agreement by course.
    - ❑ MCCC will **close Wednesday October 1, 2025.**

## Credit Conversion

Subd. 12. **Credits; grade point average weighting policy.** (a) A pupil must not audit a course under this section.

(b) A district must grant academic credit to a pupil enrolled in a course for secondary credit if the pupil successfully completes the course. Seven quarter or four semester college credits equal at least one full year of high school credit. Fewer college credits may be prorated. A district must also grant academic credit to a pupil enrolled in a course for postsecondary credit if secondary credit is requested by a pupil. If no comparable course is offered by the district, the district must, as soon as possible, notify the commissioner, who must determine the number of credits that must be granted to a pupil who successfully completes a course. If a comparable course is offered by the district, the school board must grant a comparable number of credits to the pupil. If there is a dispute between the district and the pupil regarding the number of credits granted for a particular course, the pupil may appeal the board's decision to the commissioner. The commissioner's decision regarding the number of credits is final.

## Credit Conversion

$$\frac{4 \text{ college credits}}{1 \text{ high school credit}} = \frac{3 \text{ college credits}}{.75 \text{ high school credit}}$$



- ❑ By law, .75 credits is the minimum amount of credits that can be awarded for a 3 semester college credit course.

## Credit Conversion

- If a student earns less than the 4 college credits (i.e. a 3 credit course), the amount of high school credit they receive may be adjusted proportionally (or scaled down)

$$\frac{4 \text{ college credits}}{1 \text{ high school credit}} = \frac{3 \text{ college credits}}{.75 \text{ high school credit}}$$

$$\frac{4 \text{ college credits}}{1 \text{ high school credit}} = \frac{3 \text{ college credits}}{1 \text{ high school credit}}$$



# 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	42	45	45
HK/K	22.6	39.3	31.8	42.1	30	38	33	18
1st Grade	31.1	23.8	39.1	33.0	41	30	38	32
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	43	53	45	42
9th Grade	45.0	50.1	44.9	49.3	53	48	56	52
10th Grade	45.6	43.7	49.0	45.1	50	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
<b>Total (K-12)</b>	<b>509</b>	<b>512</b>	<b>516</b>	<b>541</b>	<b>535</b>	<b>545</b>	<b>546</b>	<b>530</b>
<b>Total (PreK-12)</b>	<b>516</b>	<b>518</b>	<b>521</b>	<b>549</b>	<b>592</b>	<b>587</b>	<b>591</b>	<b>575</b>
<b>K-12 Change from Previous Year</b>					<b>-6</b>	<b>10</b>	<b>1</b>	<b>-16</b>



## Student Activity Account – Month of March 2025

Fund #	Description	Receipt	Expense
4	Student Council - MPS		\$ 125.00
4	Student Council - MPS		\$ 478.48
4	Student Council - Pepsi		\$ 256.00
4	Student Council - Susan Buysse		\$ 36.62
4	Student Council - Viking Coca Cola		\$ 365.00
4	Student Council - Viking Coca Cola		\$ 233.50
14	FFA - Brad's Market		\$ 33.49
14	FFA - MPS		\$ 895.42
4	Student Council - Lobby Pop	\$ 96.00	
4	Student Council - Lobby Pop	\$ 275.00	
8	Junior Class - Ice Cream Fundraiser	\$ 1,300.76	
<b>March 2025 Totals</b>		<b>\$ 1,671.76</b>	<b>\$ 2,423.51</b>

Fund Name	FY25 Beginning Balance	March 2025		Year-To-Date			Ending Balance	+/- From SOY
		Receipts	Expenses	Receipts	Expenses	Transfers		
FCCLA	\$ 12,783.51	\$ -	\$ -	\$ 23,135.00	\$ 29,261.78	\$ -	\$ 6,656.73	-47.9%
FFA	\$ 4,379.98	\$ -	\$ 928.91	\$ 3,280.00	\$ 2,668.91	\$ -	\$ 4,991.07	14.0%
Grade 11	\$ 3,453.06	\$ 1,300.76	\$ -	\$ 15,975.76	\$ 7,606.44	\$ (3,453.06)	\$ 8,369.32	142.4%
Grade 12	\$ 923.94	\$ -	\$ -	\$ -	\$ -	\$ 2,529.12	\$ 3,453.06	273.7%
National Honor Society	\$ 737.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737.48	0.0%
Student Council	\$ 5,808.46	\$ 371.00	\$ 1,494.60	\$ 8,160.58	\$ 8,327.40	\$ 923.94	\$ 6,565.58	13.0%
<b>March 2025 Totals</b>	<b>\$ 22,277.97</b>	<b>\$ 1,300.76</b>	<b>\$ 928.91</b>	<b>\$ 42,390.76</b>	<b>\$ 39,537.13</b>	<b>\$ (923.94)</b>	<b>\$ 24,207.66</b>	<b>8.7%</b>

# FINANCIAL REPORT

## CASH FLOW | END OF MARCH 2025

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Total Fixed Income	Ending Balance
State Bank of Taunton [0200]	General	\$ 216,339.40	\$ -	\$ 701,439.76	\$ 785,005.20		\$ 132,773.96
State Bank of Taunton [0218]	Student Activities	\$ 31,524.99	\$ -	\$ 1,671.76	\$ 2,423.51		\$ 30,773.24
State Bank of Taunton [0226]	Petty Cash	\$ 1,450.00	\$ -	\$ 525.00	\$ -		\$ 1,975.00
State Bank of Taunton [0234]	Payroll	\$ -	\$ -	\$ 268,255.49	\$ 268,255.49		\$ -
PMA-MN Trust [2023A]	2023A	\$ 380,784.87	\$ 1,389.64	\$ -	\$ -	\$ 318,152.34	\$ 700,326.85
PMA-MN Trust [2023B]	2023B	\$ 918,567.99	\$ 4,147.84	\$ 249,847.00	\$ -	\$ 782,796.88	\$ 1,955,359.71
PMA-MN Trust	Investments	\$ 1,435,520.74	\$ 4,796.96	\$ 808,807.89	\$ 600,000.00	\$ 714,900.00	\$ 2,364,025.59
<b>End of March 2025 Statement Totals: All Depositories</b>		<b>\$ 2,984,187.99</b>	<b>\$10,334.44</b>	<b>\$ 2,030,546.90</b>	<b>\$ 1,655,684.20</b>	<b>\$ 1,815,849.22</b>	<b>\$ 5,185,234.35</b>
<b>Net Cash Flow Increase From March 1, 2025 to March 31, 2025</b>							<b>\$ 153,847.14</b>



# FINANCIAL REPORT

## ALL FUNDS | EXPENSES & REVENUES

Sequence: L, Fd			202309			202409			202509		
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	5,154,272.67	69%	7,904,910.00	5,257,988.73	67%	7,930,185.00	5,537,865.55	70%
02	Food Service Fund		383,205.00	290,999.17	76%	475,972.00	345,777.45	73%	517,663.00	350,155.16	68%
04	Community Service		173,307.00	177,200.85	102%	240,967.00	163,229.99	68%	253,575.00	179,711.90	71%
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	1,176,055.00	100%	1,177,800.00	1,173,400.00	100%	1,545,578.00	1,546,127.50	100%
E	Expenditure		9,235,227.00	6,798,527.69	74%	9,835,649.00	6,975,774.95	71%	10,511,359.00	7,613,860.11	72%
R	Revenue										
01	General Fund		(7,124,167.00)	(3,957,383.84)	56%	(7,760,002.00)	(4,560,800.49)	59%	(7,967,047.00)	(4,790,893.92)	60%
02	Food Service Fund		(401,540.00)	(260,051.84)	65%	(497,500.00)	(268,844.95)	54%	(501,520.00)	(319,089.73)	64%
04	Community Service		(158,930.00)	(90,567.80)	57%	(174,041.00)	(111,661.72)	64%	(191,756.00)	(130,274.69)	68%
06	Building Construction Fund		0.00	0.00	0%	(2,635,533.00)	(2,578,801.68)	98%	(85,000.00)	(92,608.84)	109%
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	(10,380.44)	0%	0.00	(10,037.40)	0%	0.00	(2,686.81)	0%
R	Revenue		(8,847,005.00)	(4,844,460.06)	55%	(12,245,373.00)	(8,505,873.60)	69%	(10,460,240.00)	(6,613,208.46)	63%

# FINANCIAL REPORT

## FUND 1 | REVENUES

Sequence: Fd, O/S			202309			202409			202509		
Description			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)	(430,644.94)	26%	(1,818,631.00)	(908,734.29)	50%	(1,630,758.00)	(731,465.13)	45%
200 State Revenues			(4,275,406.00)	(2,805,521.15)	66%	(4,710,481.00)	(3,143,460.90)	67%	(4,861,105.00)	(3,136,514.65)	65%
			(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)	(397,182.19)	59%	(1,017,477.00)	(492,989.13)	48%	(1,185,850.00)	(739,908.97)	62%
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)	(54,567.00)	136%
600 Loc Sales, Ins Recov & Jdgmnt			(151,937.00)	(279,426.15)	184%	0.00	(5,327.50)	0%	0.00	277.12	0%
01 General Fund			(7,124,167.00)	(3,957,383.84)	56%	(7,760,002.00)	(4,560,800.49)	59%	(7,967,047.00)	(4,790,893.92)	60%

# FINANCIAL REPORT

## FUND 1 | EXPENSES

Sequence: Fd, O/S		202309			202409			202509		
		Budget			Budget			Budget		
Description		BUD23	Year to Date	%	BUD24	Year to Date	%	BUD25	Year to Date	%
01	General Fund									
100	Salaries & Wages	3,939,478.00	2,626,735.24	67%	4,295,935.00	2,822,113.71	66%	4,417,885.00	2,882,906.05	65%
200	Employee Benefits	932,965.00	573,862.49	62%	1,119,935.00	677,941.55	61%	1,138,121.00	665,681.93	58%
300	Purchased Services	1,487,992.00	1,119,299.27	75%	1,443,025.00	1,022,026.62	71%	1,527,118.00	1,112,918.23	73%
400	Supplies & Materials	890,330.00	574,206.78	64%	787,395.00	508,595.60	65%	606,905.00	662,193.35	109%
500	Capital Expenditures	223,137.00	238,625.69	107%	234,000.00	206,015.81	88%	210,406.00	190,934.99	91%
800	Other Expenditures	29,308.00	21,543.20	74%	24,620.00	21,295.44	86%	29,750.00	23,231.00	78%
01	General Fund	7,503,210.00	5,154,272.67	69%	7,904,910.00	5,257,988.73	67%	7,930,185.00	5,537,865.55	70%





# MNTrust Monthly Statement

Minneota ISD #414

## Activity Summary (31273-101) Operating

3/1/2025 - 3/31/2025

Investment Pool Summary		IS
Beginning Balance		\$1,435,520.74
Dividends		\$4,796.96
Purchases		\$808,807.89
Redemptions		(\$600,000.00)
Ending Balance		\$1,649,125.59
Average Monthly Rate		4.297%
Share Price		\$1.000
Total		\$1,649,125.59
Total Fixed Income		\$714,900.00
Account Total		\$2,364,025.59

**Minneota ISD #414**  
Tara Skorczewski  
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2135 CityGate Lane, 7th Floor  
Naperville, IL 60563



# MNTrust Monthly Statement

Minneota ISD #414

## Transaction Activity (31273-101) Operating

IS 3/1/2025 - 3/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11273389	03/04/2025	03/04/2025	Online Wire Redemption	(\$200,000.00)	\$0.00	\$1.000	(200,000.000)
11274787	03/05/2025	03/05/2025	State Funds Purchase, ISD 0414	\$0.00	\$45,207.64	\$1.000	45,207.640
11275958	03/06/2025	03/06/2025	State Funds Purchase, ISD 0414	\$0.00	\$3,336.00	\$1.000	3,336.000
11276463	03/07/2025	03/07/2025	Online Wire Redemption	(\$250,000.00)	\$0.00	\$1.000	(250,000.000)
11280963	03/12/2025	03/12/2025	State Funds Purchase, ISD 0414	\$0.00	\$45,172.21	\$1.000	45,172.210
11283527	03/14/2025	03/14/2025	State Funds Purchase, ISD 0414	\$0.00	\$334,476.61	\$1.000	334,476.610
11289694	03/21/2025	03/21/2025	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
11295697	03/28/2025	03/28/2025	State Funds Purchase, ISD 0414	\$0.00	\$380,615.43	\$1.000	380,615.430
11304392	03/31/2025	03/31/2025	Dividend Reinvest	\$0.00	\$4,796.96	\$1.000	4,796.960
				(\$600,000.00)	\$813,604.85		213,604.850

Beginning Balance: \$1,435,520.74 | Ending Balance: \$1,649,125.59



# MNTrust Monthly Statement

Minneota ISD #414

## Current Portfolio

3/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				03/31/2025		IS Account Balance	\$1,649,125.59	4.297%	\$1.000	\$1,649,125.59	\$1,649,125.59
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
							\$2,364,025.59			\$2,398,478.00	\$2,364,025.59

**Time and Dollar Weighted Average Portfolio Yield:** 4.165%

**Weighted Average Portfolio Maturity:** 367.27 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	69.759%	\$1,649,125.59	IS Account
CD	30.241%	\$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)

3/1/2025 - 3/31/2025

Investment Pool Summary		IS
Beginning Balance		\$380,784.87
Dividends		\$1,389.64
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$382,174.51
Average Monthly Rate		4.297%
Share Price		\$1.000
Total		\$382,174.51
Total Fixed Income		\$318,152.34
Account Total		\$700,326.85

**Minneota ISD #414**  
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Transaction Activity (31273-201) 2023A Bonds

IS 3/1/2025 - 3/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11304393	03/31/2025	03/31/2025	Dividend Reinvest	\$0.00	\$1,389.64	\$1.000	1,389.640
				\$0.00	\$1,389.64		1,389.640

Beginning Balance: \$380,784.87 | Ending Balance: \$382,174.51



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

3/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				03/31/2025		IS Account Balance	\$382,174.51	4.297%	\$1.000	\$382,174.51	\$382,174.51
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	\$98,374.22
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
							<b>\$700,326.85</b>			<b>\$731,794.89</b>	<b>\$707,298.73</b>

**Time and Dollar Weighted Average Portfolio Yield:** 5.027%

**Weighted Average Portfolio Maturity:** 160.67 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	54.571%	\$382,174.51	IS Account
SEC	13.051%	\$91,402.34	Securities
CD	32.378%	\$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)

3/1/2025 - 3/31/2025

Investment Pool Summary		IS
Beginning Balance		\$918,567.99
Dividends		\$4,147.84
Purchases		\$249,847.00
Redemptions		\$0.00
Ending Balance		\$1,172,562.83
Average Monthly Rate		4.297%
Share Price		\$1.000
Total		\$1,172,562.83
Total Fixed Income		\$782,796.88
Account Total		\$1,955,359.71

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# MNTrust Monthly Statement

Minneota ISD #414

## Transaction Activity (31273-202) 2023B Taxable Bonds

IS 3/1/2025 - 3/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11274326	03/05/2025	03/05/2025	FRI Maturity Purchase, CD-1353416-1 ServisFirst Bank	\$0.00	\$231,350.00	\$1.000	231,350.000
11274406	03/05/2025	03/05/2025	FRI Interest Purchase, CD-1353416-1 ServisFirst Bank	\$0.00	\$18,497.00	\$1.000	18,497.000
11304394	03/31/2025	03/31/2025	Dividend Reinvest	\$0.00	\$4,147.84	\$1.000	4,147.840
				<b>\$0.00</b>	<b>\$253,994.84</b>		<b>253,994.840</b>

Beginning Balance: \$918,567.99 | Ending Balance: \$1,172,562.83



# MNTrust Monthly Statement

Minneota ISD #414

## Fixed Income Investments

Maturities 3/1/2025 - 3/31/2025

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par
CD	1353416-1	03/05/2025	09/12/2023	03/05/2025	ServisFirst Bank	\$231,350.00	5.404%	\$249,847.00
						\$231,350.00		\$249,847.00



# MNTrust Monthly Statement

Minneota ISD #414

## Fixed Income Investments

Interest 3/1/2025 - 3/31/2025

Type	Holding Id	Trade Date	Description	Interest
CD	1353416-1	03/05/2025	ServisFirst Bank, Interest	\$18,497.00
				\$18,497.00



# MNTrust Monthly Statement

Minneota ISD #414

## Current Portfolio

3/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				03/31/2025		IS Account Balance	\$1,172,562.83	4.297%	\$1.000	\$1,172,562.83	\$1,172,562.83
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	\$196,748.44
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
							<b>\$1,955,359.71</b>			<b>\$2,033,435.87</b>	<b>\$1,969,311.27</b>

**Time and Dollar Weighted Average Portfolio Yield:** 5.007%

**Weighted Average Portfolio Maturity:** 161.28 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	59.967%	\$1,172,562.83	IS Account
SEC	9.349%	\$182,796.88	Securities
CD	30.685%	\$600,000.00	Certificate of Deposit

## Index

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

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

### Deposit Codes

N | Single FEIN

### Security Codes

6 | Treasury Note

**Minneota Public School**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund Description</b>		<b>Total</b>
01	General Fund	\$432,934.43
02	Food Service Fund	\$52,125.64
04	Community Service	\$2,356.30
07	Debt Service Fund	\$575.00
<b>Report Total</b>		<b>\$487,991.37</b>

## Detail Payment Register By Check

Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01 215 013	ST TAX			\$6,096.59		
PO#:	Voucher #:	50110	Invoice	Invoice No: S2025180	3/21/2025	Paid Amt:	\$6,096.59		
						Check Amount:	\$6,096.59		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA			\$7,685.91		
PO#:	Voucher #:	50111	Invoice	Invoice No: S2025180	3/21/2025	Paid Amt:	\$7,685.91		
						Check Amount:	\$7,685.91		
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA			\$23,002.15		
PO#:	Voucher #:	50113	Invoice	Invoice No: S2025180	3/21/2025	Paid Amt:	\$23,002.15		
						Check Amount:	\$23,002.15		
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 #:	50106	Invoice	Invoice No: S2025180	3/21/2025	Paid Amt:	\$3,084.71		
						Check Amount:	\$3,084.71		
SBT	3017			EFTPS		Wire			
			B 01 215 010	FICA/MD			\$27,960.22		
			B 01 215 011	FED TAX			\$11,093.10		
PO#:	Voucher #:	50108	Invoice	Invoice No: S2025180	3/21/2025	Paid Amt:	\$39,053.32		
						Check Amount:	\$39,053.32		
SBT	3022			Common Remitter		Wire			
			B 01 215 005	PAYANNU			\$5,532.11		
PO#:	Voucher #:	50114	Invoice	Invoice No: S2025180	3/21/2025	Paid Amt:	\$5,532.11		
			B 01 215 005	PAYANNU			\$200.34		
PO#:	Voucher #:	50112	Invoice	Invoice No: S2025180	3/21/2025	Paid Amt:	\$200.34		
			B 01 215 005	PAYANNU			\$695.29		
PO#:	Voucher #:	50107	Invoice	Invoice No: S2025180	3/21/2025	Paid Amt:	\$695.29		
						Check Amount:	\$6,427.74		
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire			
			B 01 215 027	Group Health Insurance			\$33,920.02		
PO#:	Voucher #:	50125	Invoice	Invoice No: March 2025	3/24/2025	Paid Amt:	\$33,920.02		
						Check Amount:	\$33,920.02		

## Detail Payment Register By Check

Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	4275			Northeast Service Coop		Wire			
			B 01 215 032	Group Dental - Payroll Deduction		\$1,978.00			
PO#:	Voucher #:	50124	Invoice	Invoice No: 2162	3/24/2025	Paid Amt:	\$1,978.00		
						Check Amount:	\$1,978.00		
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01 215 013	ST TAX		\$4.83			
PO#:	Voucher #:	50144	Invoice	Invoice No: S202518S0	3/31/2025	Paid Amt:	\$4.83		
			B 01 215 013	ST TAX		\$20.00			
PO#:	Voucher #:	50148	Invoice	Invoice No: S202519S0	3/31/2025	Paid Amt:	\$20.00		
						Check Amount:	\$24.83		
SBT	00602			Performance Foodservice - Marshall		Wire			
			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	3/31/2025	Paid Amt:	\$23,736.44		
						Check Amount:	\$23,736.44		
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA		\$122.70			
PO#:	Voucher #:	50145	Invoice	Invoice No: S202518S0	3/31/2025	Paid Amt:	\$122.70		
			B 01 215 018	TRA		\$259.21			
PO#:	Voucher #:	50149	Invoice	Invoice No: S202519S0	3/31/2025	Paid Amt:	\$259.21		
						Check Amount:	\$381.91		
SBT	3017			EFTPS		Wire			
			B 01 215 010	FICA/MD		\$113.78			
PO#:	Voucher #:	50143	Invoice	Invoice No: S202518S0	3/31/2025	Paid Amt:	\$113.78		
			B 01 215 010	FICA/MD		\$240.36			
PO#:	Voucher #:	50147	Invoice	Invoice No: S202519S0	3/31/2025	Paid Amt:	\$240.36		
						Check Amount:	\$354.14		
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01 215 013	ST Tax		\$20.00			
PO#:	Voucher #:	50153	Invoice	Invoice No: March Payroll	3/31/2025	Paid Amt:	\$20.00		
						Check Amount:	\$20.00		
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire			
			B 01 215 027	Group Health Insurance		\$33,920.02			
PO#:	Voucher #:	50190	Invoice	Invoice No: April 2024 Health In	4/4/2025	Paid Amt:	\$33,920.02		
						Check Amount:	\$33,920.02		

# Minneota Public School

## Detail Payment Register By Check

Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
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		\$5,949.70		
PO#:	Voucher #:	50150	Invoice	Invoice No: 7002364195	4/4/2025	Paid Amt:	\$6,582.24		
						Check Amount:	\$6,582.24		
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01	215 013	ST TAX		\$6,476.79		
PO#:	Voucher #:	50203	Invoice	Invoice No: S2025190	4/7/2025	Paid Amt:	\$6,476.79		
						Check Amount:	\$6,476.79		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01	215 017	PERA		\$8,028.66		
PO#:	Voucher #:	50204	Invoice	Invoice No: S2025190	4/7/2025	Paid Amt:	\$8,028.66		
						Check Amount:	\$8,028.66		
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01	215 018	TRA		\$23,230.88		
PO#:	Voucher #:	50206	Invoice	Invoice No: S2025190	4/7/2025	Paid Amt:	\$23,230.88		
						Check Amount:	\$23,230.88		
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 #:	50199	Invoice	Invoice No: S2025190	4/7/2025	Paid Amt:	\$3,084.71		
						Check Amount:	\$3,084.71		
SBT	3017			EFTPS		Wire			
			B 01	215 010	FICA/MD		\$29,656.46		
			B 01	215 011	FED TAX		\$11,855.57		
PO#:	Voucher #:	50201	Invoice	Invoice No: S2025190	4/7/2025	Paid Amt:	\$41,512.03		
						Check Amount:	\$41,512.03		
SBT	3022			Common Remitter		Wire			
			B 01	215 005	PAYANNU		\$5,532.11		
PO#:	Voucher #:	50207	Invoice	Invoice No: S2025190	4/7/2025	Paid Amt:	\$5,532.11		
			B 01	215 005	PAYANNU		\$200.34		
PO#:	Voucher #:	50205	Invoice	Invoice No: S2025190	4/7/2025	Paid Amt:	\$200.34		
			B 01	215 005	PAYANNU		\$695.29		
PO#:	Voucher #:	50200	Invoice	Invoice No: S2025190	4/7/2025	Paid Amt:	\$695.29		
						Check Amount:	\$6,427.74		

## Detail Payment Register By Check

Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51698	01568		Minneota Education Minnesota Organization		Check
			B 01 215 028	DUES		\$1,266.70
PO#:	Voucher #:	50109	Invoice	Invoice No: S2025180	3/21/2025	Paid Amt: \$1,266.70
						Check Amount: \$1,266.70
SBT	51699	4322		AFSCME		Check
			B 01 215 027	3/10 Payroll Dues		\$386.76
			B 01 215 027	3/25 Payroll Dues		\$386.76
PO#:	Voucher #:	50126	Invoice	Invoice No: March 2025 Dues	3/24/2025	Paid Amt: \$773.52
						Check Amount: \$773.52
SBT	51700	4421		Alexandria Technical & Community College		Check
			E 01 300 211 000 000 390	PSEO Spring 2025		\$23,365.94
PO#:	Voucher #:	50135	Invoice	Invoice No: PSEO Spring 2025	3/24/2025	Paid Amt: \$23,365.94
						Check Amount: \$23,365.94
SBT	51701	4442		American Button Machines		Check
			E 01 300 292 209 000 401	2.25" Pinback Button Set (500 ct)		\$56.95
			E 01 300 292 209 000 401	Freight		\$20.13
PO#: 11079	Voucher #:	50140	Invoice	Invoice No: 267312	3/24/2025	Paid Amt: \$77.08
						Check Amount: \$77.08
SBT	51702	00017		AMERICAN FAMILY ASSURANCE		Check
			B 01 215 026	Group Cancer - Payroll Deduction		\$996.12
PO#:	Voucher #:	50129	Invoice	Invoice No: 397111	3/24/2025	Paid Amt: \$996.12
						Check Amount: \$996.12
SBT	51703	3695		AP Design		Check
			E 01 300 298 000 000 530	Shot Clock Light Bar Install		\$590.00
PO#:	Voucher #:	50132	Invoice	Invoice No: 86178	3/24/2025	Paid Amt: \$590.00
			E 01 300 296 213 000 401	Girls Basketball Awards		\$143.56
PO#:	Voucher #:	50131	Invoice	Invoice No: 92948	3/24/2025	Paid Amt: \$143.56
						Check Amount: \$733.56
SBT	51704	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 Acun Wood		\$165.00
PO#:	Voucher #:	50119	Invoice	Invoice No: AAW003155-AW00	3/24/2025	Paid Amt: \$310.00
			E 01 300 294 215 000 401	Adult Baseball Pant - Black.White		\$450.00
PO#:	Voucher #:	50120	Invoice	Invoice No: AAZ004006-AZ02	3/24/2025	Paid Amt: \$450.00

## Detail Payment Register By Check

Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51704	2323		Borch Sporting Goods		Check			
			E 01	300 294 215 000 401	UA Armourfuse Baseball Jersey		\$1,300.00		
PO#:	Voucher #:	50121	Invoice	Invoice No: AAZ003959-AZ04	3/24/2025	Paid Amt:	\$1,300.00		
						Check Amount:	\$2,060.00		
SBT	51705	4099		Cole Papers Inc		Check			
			E 01	005 810 000 000 401	BTC002 Pink Foaming Hand Soap		\$658.60		
			E 01	005 810 000 000 401	GJI2358 Cherry Pumice Hand Cleaner		\$108.22		
			E 01	005 810 000 000 401	KCL090 Essential Jumbo Roll		\$202.95		
			E 01	005 810 000 000 401	KCL828 White Hard Roll Towel		\$209.88		
			E 01	005 810 000 000 401	TTC101A Blue Ocean Mist		\$87.00		
PO#:	Voucher #:	50116	Invoice	Invoice No: 10538752	3/24/2025	Paid Amt:	\$1,266.65		
			E 01	005 810 000 000 401	TTC101A Blue Ocean Mist		\$58.00		
PO#:	Voucher #:	50117	Invoice	Invoice No: 10537868	3/24/2025	Paid Amt:	\$58.00		
						Check Amount:	\$1,324.65		
SBT	51706	4549		DRC Shelf Customer Service		Check			
			E 01	100 710 000 000 461	Shipping		\$34.36		
			E 01	100 710 000 000 461	1 C6545000 Form C Examiner's Kit - Engli:		\$459.50		
PO#: 11045	Voucher #:	50133	Invoice	Invoice No: 183090	3/24/2025	Paid Amt:	\$493.86		
						Check Amount:	\$493.86		
SBT	51707	01418		HORACE MANN		Check			
			B 01	215 051	Group Auto Insurance - Payroll Deduction		\$548.36		
PO#:	Voucher #:	50127	Invoice	Invoice No: 220034A	3/24/2025	Paid Amt:	\$548.36		
						Check Amount:	\$548.36		
SBT	51708	00352		J W PEPPER OF MINNEAPOLIS		Check			
			E 01	300 258 231 000 430	10006501 - Omnia Sol SATB		\$177.00		
			E 01	300 258 231 000 430	3027786 The Awakening SATB		\$165.00		
			E 01	300 258 231 000 430	Freight		\$24.99		
PO#: 11060	Voucher #:	50115	Invoice	Invoice No: 367334962	3/24/2025	Paid Amt:	\$366.99		
						Check Amount:	\$366.99		
SBT	51709	00380		JOHNSON CONTROL INC		Check			
			E 01	005 865 000 380 305	Service Agreement April to June		\$5,800.00		
PO#:	Voucher #:	50130	Invoice	Invoice No: 1-135428063654	3/24/2025	Paid Amt:	\$5,800.00		
						Check Amount:	\$5,800.00		
SBT	51710	1926		LAKESHORE BASICS AND BEYOND		Check			
			E 01	100 203 022 000 430	All-In-One Magnetic Phonics Kit		\$59.98		
PO#: 11085	Voucher #:	50141	Invoice	Invoice No: 90441470	3/24/2025	Paid Amt:	\$59.98		

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51710	1926		LAKESHORE BASICS AND BEYOND		Check			
			E 01	100 203 022 000 430	Touch & Read Blends & Digraphs Match Item #	\$29.99			
			E 01	100 203 022 000 430	Touch & Read CVC Words Match	\$29.99			
			E 01	100 203 022 000 430	Freight	\$9.00			
PO#: 11085	Voucher #:	50142	Invoice	Invoice No: 90402777	3/24/2025	Paid Amt:	\$68.98		
						Check Amount:	\$128.96		
SBT	51711	3303		Legal Shield		Check			
			B 01	215 033	Group Legal - Payroll Deduction	\$181.40			
PO#:	Voucher #:	50122	Invoice	Invoice No: 03/15/2025	3/24/2025	Paid Amt:	\$181.40		
						Check Amount:	\$181.40		
SBT	51712	1080		MN NCPERS Life Insurance		Check			
			B 01	215 025	Group Life - Payroll Deduction	\$16.00			
PO#:	Voucher #:	50123	Invoice	Invoice No: 185001042025	3/24/2025	Paid Amt:	\$16.00		
						Check Amount:	\$16.00		
SBT	51713	4234		NIELSON LANES		Check			
			E 01	100 790 000 000 369	AR Bowling Party	\$480.00			
PO#:	Voucher #:	50137	Invoice	Invoice No: 5th/6th Bowling	3/24/2025	Paid Amt:	\$480.00		
						Check Amount:	\$480.00		
SBT	51714	3307		SWMBDA Treasurer		Check			
			E 01	300 790 000 000 369	Honor Band Participants 2025	\$84.00			
PO#:	Voucher #:	50118	Invoice	Invoice No: Honor Band 2025	3/24/2025	Paid Amt:	\$84.00		
						Check Amount:	\$84.00		
SBT	51715	2490		USAbLe Life		Check			
			B 01	215 027	Group Life - Payroll Deduction	\$154.00			
PO#:	Voucher #:	50139	Invoice	Invoice No: 01 APR 2025	3/24/2025	Paid Amt:	\$154.00		
						Check Amount:	\$154.00		
SBT	51716	3918		VEX ROBOTICS		Check			
			E 01	300 292 209 000 401	1" x 2" x 0.0625" Pre-Drilled VersaFrame Alumin	\$104.90			
			E 01	300 292 209 000 401	1" x 1" x 0.0625" VersaFrame Aluminum Tube S	\$79.90			
			E 01	300 292 209 000 401	Robotics Supplies	\$0.00			
			E 01	300 292 209 000 401	shipping cost	\$58.14			
PO#: 11094	Voucher #:	50134	Invoice	Invoice No: 798996	3/24/2025	Paid Amt:	\$242.94		
						Check Amount:	\$242.94		

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51717	4518		VSP Insurance Co (CT)		Check			
			B 01 215 034	Group Vision - Payroll Deduction		\$195.76			
PO#:	Voucher #:	50128	Invoice	Invoice No: 822433779	3/24/2025	Paid Amt:	\$195.76		
						Check Amount:	\$195.76		
SBT	51718	1003		WARD'S Natural Science LLC.		Check			
			E 01 300 260 000 000 430	Preserved Sheep Eyes 470001-382		\$55.96			
			E 01 300 260 000 000 430	Freight		\$26.16			
PO#: 11065	Voucher #:	50136	Invoice	Invoice No: 8818461420	3/24/2025	Paid Amt:	\$82.12		
						Check Amount:	\$82.12		
SBT	51719	2735		Wyhe's Choice Fundraising		Check			
			R 01 300 790 212 000 619	Art Butterbraid Fundraiser		\$1,410.00			
PO#:	Voucher #:	50138	Invoice	Invoice No: 125030147R4	3/24/2025	Paid Amt:	\$1,410.00		
						Check Amount:	\$1,410.00		
SBT	51720	3558		ADVANCED HEALTH, SAFETY, & SECURITY		Check			
			E 01 005 810 000 000 350	Swap SMART TVs		\$160.00			
PO#:	Voucher #:	50162	Invoice	Invoice No: IN5811MN	4/4/2025	Paid Amt:	\$160.00		
						Check Amount:	\$160.00		
SBT	51721	4009		AG PLUS COOPERATIVE		Check			
			E 01 005 810 192 000 440	Building Fuel		\$10,000.00			
PO#:	Voucher #:	50163	Invoice	Invoice No: 3/31/25 Stmt	4/4/2025	Paid Amt:	\$10,000.00		
						Check Amount:	\$10,000.00		
SBT	51722	4442		American Button Machines		Check			
			E 01 300 292 209 000 401	2.25" Pinback Button Set		\$56.95			
			E 01 300 292 209 000 401	Freight		\$20.16			
PO#: 11102	Voucher #:	50169	Invoice	Invoice No: 268367	4/4/2025	Paid Amt:	\$77.11		
						Check Amount:	\$77.11		
SBT	51723	4250		American Welding & Gas, Inc		Check			
			E 01 300 301 000 830 433	Welding Supplies		\$111.21			
PO#:	Voucher #:	50193	Invoice	Invoice No: 0010753460	4/4/2025	Paid Amt:	\$111.21		
						Check Amount:	\$111.21		
SBT	51724	4098		ANGELA LAUER		Check			
			E 01 300 292 236 035 305	Speech Judging		\$100.00			
PO#:	Voucher #:	50185	Invoice	Invoice No: Speech Judge	4/4/2025	Paid Amt:	\$100.00		
						Check Amount:	\$100.00		

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51725	3695		AP Design		Check		
			E 01 300 298 000 000 401	Minneota Sports Banner		\$516.00		
PO#:	Voucher #:	50166	Invoice	Invoice No: 93050	4/4/2025	Paid Amt:	\$516.00	
			E 01 300 298 000 000 401	End of Year Awards		\$90.00		
PO#:	Voucher #:	50196	Invoice	Invoice No: 93151	4/4/2025	Paid Amt:	\$90.00	
						Check Amount:	\$606.00	
SBT	51726	4422		Asset Panda		Check		
			E 01 005 110 000 000 305	Asset Licenses		\$3,510.00		
			E 01 005 110 000 000 305	Asset Licenses		\$1.20		
PO#:	Voucher #:	50152	Invoice	Invoice No: INV00007250	4/4/2025	Paid Amt:	\$3,511.20	
						Check Amount:	\$3,511.20	
SBT	51727	3644		AUBREE CHEADLE		Check		
			E 01 300 292 236 035 305	Speech Judging		\$100.00		
PO#:	Voucher #:	50182	Invoice	Invoice No: Speech Judge	4/4/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
SBT	51728	4323		BRB SYSTEMS USA CO.		Check		
			E 04 005 505 290 321 401	Repair Wired VRS - Install GP Traps		\$65.00		
			E 04 005 505 290 321 401	Shipping		\$29.96		
PO#:	Voucher #:	50151	Invoice	Invoice No: 45-446266	4/4/2025	Paid Amt:	\$94.96	
						Check Amount:	\$94.96	
SBT	51729	3897		BRITNEY LATZIG		Check		
			E 01 300 292 236 035 305	Speech Judging		\$100.00		
PO#:	Voucher #:	50183	Invoice	Invoice No: Speech Judge	4/4/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
SBT	51730	4099		Cole Papers Inc		Check		
			E 01 005 810 000 000 401	NS 20" Purple Diamond Floor		\$257.26		
PO#:	Voucher #:	50189	Invoice	Invoice No: 10561047	4/4/2025	Paid Amt:	\$257.26	
						Check Amount:	\$257.26	
SBT	51731	4208		COORDINATED BUSINESS SYSTEMS		Check		
			E 01 005 257 000 302 560	Monthly Statement		\$2,794.13		
PO#:	Voucher #:	50192	Invoice	Invoice No: INV451938	4/4/2025	Paid Amt:	\$2,794.13	
						Check Amount:	\$2,794.13	
SBT	51732	00275		GISLASON'S HARDWARE		Check		
			E 01 005 810 000 000 401	Custodial Supplies		\$74.20		

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51732	00275		GISLASON'S HARDWARE		Check
			E 01 300 301 000 830 433	Shop Supplies		\$392.31
PO#:	Voucher #:	50197	Invoice	Invoice No: 3/31/25 Stmt	4/4/2025	Paid Amt: \$466.51
						Check Amount: \$466.51
SBT	51733	3908		JEREMIASON PHOTO		Check
			E 01 300 294 221 000 401	End of Season - Wrestling Awards		\$280.00
PO#:	Voucher #:	50173	Invoice	Invoice No: SPE11626495E	4/4/2025	Paid Amt: \$280.00
						Check Amount: \$280.00
SBT	51734	4352		Jessica Moriarty		Check
			E 01 300 292 236 035 305	Speech Judging		\$300.00
PO#:	Voucher #:	50186	Invoice	Invoice No: Speech Judge	4/4/2025	Paid Amt: \$300.00
						Check Amount: \$300.00
SBT	51735	4336		Jessica Verly		Check
			E 01 005 760 000 723 360	Transportation Agreement - 3/13 - 3/25		\$655.43
PO#:	Voucher #:	50164	Invoice	Invoice No: 3/13 - 3/25	4/4/2025	Paid Amt: \$655.43
			E 01 005 760 000 723 360	Transportation Agreement - 3/26 - 4/3		\$659.48
PO#:	Voucher #:	50172	Invoice	Invoice No: 3/26 - 4/3	4/4/2025	Paid Amt: \$659.48
						Check Amount: \$1,314.91
SBT	51736	4581		Jocelyn Bitker		Check
			E 01 300 292 236 035 305	Speech Judging		\$200.00
PO#:	Voucher #:	50188	Invoice	Invoice No: Speech Judge	4/4/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
SBT	51737	4576		Jody Wacker		Check
			E 01 300 292 236 035 305	Speech Judging		\$200.00
PO#:	Voucher #:	50180	Invoice	Invoice No: Speech Judge	4/4/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
SBT	51738	4465		Katie Jenson		Check
			E 01 300 292 236 035 305	Speech Judging		\$200.00
PO#:	Voucher #:	50187	Invoice	Invoice No: Speech Judge	4/4/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
SBT	51739	4224		KATIE WALERIUS		Check
			E 01 300 292 236 035 305	Speech Judging		\$300.00
PO#:	Voucher #:	50184	Invoice	Invoice No: Speech Judge	4/4/2025	Paid Amt: \$300.00
						Check Amount: \$300.00

## Detail Payment Register By Check

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51740	3774		KAYLA STREETER		Check
			E 01 300 292 236 035 305	Speech Judging		\$100.00
PO#:	Voucher #:	50181	Invoice	Invoice No: Speech Judge	4/4/2025	Paid Amt: \$100.00
						Check Amount: \$100.00
SBT	51741	3794		LIPINSKI SMALL ENGINE & HARDWARE		Check
			E 01 005 760 000 720 350	Ranger 800XP		\$5,533.08
PO#:	Voucher #:	50191	Invoice	Invoice No: 335368	4/4/2025	Paid Amt: \$5,533.08
						Check Amount: \$5,533.08
SBT	51742	01175		MINN. ELEVATOR SERVICE, INC.		Check
			E 01 005 865 000 347 305	April Monthly Service		\$207.01
PO#:	Voucher #:	50168	Invoice	Invoice No: 1121440	4/4/2025	Paid Amt: \$207.01
						Check Amount: \$207.01
SBT	51743	2505		Minneota Bus Service		Check
			E 01 005 760 000 720 305	Tuition Route		\$3,736.37
			E 01 005 760 000 720 305	Regular Routes		\$33,482.82
PO#:	Voucher #:	50165	Invoice	Invoice No: April 2025 Routes	4/4/2025	Paid Amt: \$37,219.19
						Check Amount: \$37,219.19
SBT	51744	00528		MUSIC STREET		Check
			E 01 300 258 233 000 350	Work Order - Bueschner Aristocrat		\$40.00
PO#:	Voucher #:	50176	Invoice	Invoice No: 194191710	4/4/2025	Paid Amt: \$40.00
			E 01 300 258 233 000 350	Work Order - Vito		\$30.00
PO#:	Voucher #:	50178	Invoice	Invoice No: 194805569	4/4/2025	Paid Amt: \$30.00
			E 01 300 258 233 000 350	Work Order - Vito Alto Sax		\$30.00
PO#:	Voucher #:	50175	Invoice	Invoice No: 194149217	4/4/2025	Paid Amt: \$30.00
			E 01 300 258 233 000 350	Work Order - Bundy Alto Saxophone		\$30.00
PO#:	Voucher #:	50174	Invoice	Invoice No: 193825253	4/4/2025	Paid Amt: \$30.00
			E 01 300 258 233 000 350	Work Order - Holton Trombone		\$15.00
PO#:	Voucher #:	50177	Invoice	Invoice No: 194788371	4/4/2025	Paid Amt: \$15.00
						Check Amount: \$145.00
SBT	51745	3651		One Office Solution		Check
			E 01 005 110 000 000 401	Copy Paper		\$1,455.00
PO#:	Voucher #:	50194	Invoice	Invoice No: 602111-00	4/4/2025	Paid Amt: \$1,455.00
						Check Amount: \$1,455.00
SBT	51746	2646		Pearson Assesments		Check
			E 01 100 412 000 740 433	DAYC- Developmental Assessment of Young Ch		\$432.00

## Detail Payment Register By Check

Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51746	2646		Pearson Assesments		Check			
			E 01 100 412 000 740 433	Freight		\$25.92			
PO#:	11050	Voucher #:	50170	Invoice	Invoice No: 27963022	4/4/2025	Paid Amt:	\$457.92	
							Check Amount:	\$457.92	
SBT	51747	1113		PRO-ED		Check			
			E 01 005 404 000 740 433	TGMD -3: Test of Gross Motor Development - TI		\$179.00			
			E 01 005 404 000 740 433	Freight		\$17.90			
PO#:	11099	Voucher #:	50171	Invoice	Invoice No: 3081178	4/4/2025	Paid Amt:	\$196.90	
							Check Amount:	\$196.90	
SBT	51748	4367		Tessa Heiling		Check			
			E 01 300 292 236 035 305	Speech Judging		\$200.00			
PO#:		Voucher #:	50179	Invoice	Invoice No: Speech Judge	4/4/2025	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
SBT	51749	00505		THE MINNEOTA MASCOT		Check			
			E 01 005 010 000 000 305	School Board Minutes		\$196.00			
PO#:		Voucher #:	50167	Invoice	Invoice No: 89560	4/4/2025	Paid Amt:	\$196.00	
							Check Amount:	\$196.00	
SBT	51750	2339		Worthington High School		Check			
			E 01 300 292 225 000 369	Girls Golf Invite		\$75.00			
PO#:		Voucher #:	50195	Invoice	Invoice No: Girls Golf Invite	4/4/2025	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
SBT	51751	01678		Camden Conference		Check			
			R 01 300 296 213 000 060	2/17 GBB Conference Gate		\$2,096.00			
PO#:		Voucher #:	49926	Invoice	Invoice No: 2/17 GBB Gate	4/4/2025	Paid Amt:	\$2,096.00	
							Check Amount:	\$2,096.00	
SBT	51752	01795		COUNTRYSIDE GOLF		Check			
			E 01 300 292 225 000 401	2025 Golf Course Rental for 7-12 Golf Team		\$1,000.00			
PO#:	11105	Voucher #:	50198	Invoice	Invoice No: 2025 Golf Membership	4/7/2025	Paid Amt:	\$1,000.00	
							Check Amount:	\$1,000.00	
SBT	51753	01568		Minneota Education Minnesota Organization		Check			
			B 01 215 028	DUES		\$1,266.70			
PO#:		Voucher #:	50202	Invoice	Invoice No: S2025190	4/7/2025	Paid Amt:	\$1,266.70	
							Check Amount:	\$1,266.70	
SBT	51754	2927		Big Stone Therapies, Inc.		Check			
			E 01 005 404 000 740 394	PT Mileage		\$9.80			
			E 01 005 404 000 740 394	PT		\$665.72			

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51754	2927		Big Stone Therapies, Inc.		Check
			E 01 005 404 000 740 394	PT Drive Time		\$50.32
			E 01 005 404 000 740 394	PT Assistant Mileage		\$2.80
			E 01 005 404 000 740 394	PT Assistant		\$452.88
			E 01 005 404 000 740 394	PT Assistant Drive Time		\$34.00
PO#:	Voucher #:	50218	Invoice	Invoice No: 28522	4/8/2025	Paid Amt: \$1,215.52
						Check Amount: \$1,215.52
SBT	51755	00240		Brad's Market		Check
			E 01 300 331 000 830 433	FACS Class Supplies		\$391.26
			E 02 005 770 000 701 490	Food Service - Bread		\$1,367.21
			E 02 005 770 000 701 490	Food Service		\$1,237.45
			E 04 005 580 000 325 401	ECFE Supplies		\$17.18
			E 04 005 582 000 344 401	School Readiness Supplies		\$115.66
PO#:	Voucher #:	50209	Invoice	Invoice No: 3/31/25 Stmt	4/8/2025	Paid Amt: \$3,128.76
						Check Amount: \$3,128.76
SBT	51756	3420		CAMFIL USA, INC		Check
			E 01 005 865 000 380 350	24x20x2		\$11.31
			E 01 005 865 000 380 350	24x12x2		\$8.24
			E 01 005 865 000 380 350	24x24x2		\$13.58
			E 01 005 865 000 380 350	20x16x4		\$1,783.68
			E 01 005 865 000 380 350	16x25x4		\$689.12
			E 01 005 865 000 380 350	24x20x2		\$45.24
			E 01 005 865 000 380 350	20x20x2		\$39.80
			E 01 005 865 000 380 350	24x24x2		\$54.32
			E 01 005 865 000 380 350	20x16x4		\$1,783.68
			E 01 005 865 000 380 350	16x25x4		\$689.12
PO#:	Voucher #:	50219	Invoice	Invoice No: 30542454	4/8/2025	Paid Amt: \$5,118.09
						Check Amount: \$5,118.09
SBT	51757	00116		CITY OF MINNEOTA		Check
			E 01 005 810 183 000 330	Water/Sewer		\$4,874.84
			E 01 005 810 186 000 330	Garbage		\$2,440.33
PO#:	Voucher #:	50220	Invoice	Invoice No: 1.00271.02	4/8/2025	Paid Amt: \$7,315.17
						Check Amount: \$7,315.17

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51758	3768		CRAIG LOUWAGIE		Check			
			E 01	300 294 215 000 305	4/10 Baseball Official	\$200.00			
PO#:	Voucher #:	50212	Invoice	Invoice No:	4/10 Baseball	4/8/2025	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
SBT	51759	4104		ED WATTS		Check			
			E 01	300 296 228 000 305	4/10 Softball Official	\$150.00			
PO#:	Voucher #:	50214	Invoice	Invoice No:	4/10 Softball	4/8/2025	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
SBT	51760	4094		ESJD - SIOUX FALLS		Check			
			E 02	005 770 000 701 495	Milk	\$3,408.14			
PO#:	Voucher #:	50221	Invoice	Invoice No:	3/31/25 Stmt	4/8/2025	Paid Amt:	\$3,408.14	
							Check Amount:	\$3,408.14	
SBT	51761	01527		FRANKS ELECTRIC & PLUMBING INC		Check			
			E 02	005 770 000 701 350	Serving Line - Kitchen	\$80.00			
PO#:	Voucher #:	50230	Invoice	Invoice No:	26706-C	4/8/2025	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
SBT	51762	4374		Granite Telecommunications		Check			
			E 01	005 810 000 000 320	Monthly Statement	\$57.93			
PO#:	Voucher #:	50231	Invoice	Invoice No:	691984691	4/8/2025	Paid Amt:	\$57.93	
							Check Amount:	\$57.93	
SBT	51763	4485		Luke Tietz		Check			
			E 01	300 294 215 000 305	4/10 Baseball Official	\$200.00			
PO#:	Voucher #:	50213	Invoice	Invoice No:	4/10 Baseball	4/8/2025	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
SBT	51764	4298		Mason Sellner		Check			
			E 01	300 294 215 000 305	4/10 Baseball Official	\$60.00			
PO#:	Voucher #:	50215	Invoice	Invoice No:	4/10 Baseball	4/8/2025	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	51765	1828		Minneota Building Materials		Check			
			E 01	005 810 191 000 350	Custodial Supplies	\$85.45			
			E 01	300 301 000 830 433	Shop Supplies - HS	\$462.03			
			E 01	300 255 000 000 430	Shop Supplies - JH	\$11.80			
			E 01	100 203 022 000 430	K Dalager Supplies	\$20.65			
PO#:	Voucher #:	50210	Invoice	Invoice No:	3/31/25 Stmt	4/8/2025	Paid Amt:	\$579.93	
							Check Amount:	\$579.93	

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51766	2505		Minneota Bus Service		Check
			E 01 005 760 000 726 360	Band Runs		\$482.02
			E 01 005 760 000 723 360	Monte SPED Shuttle		\$4,099.88
			E 01 005 760 000 723 360	ECSE Trips		\$1,019.05
			E 01 300 298 230 733 305	Canby Runs - Dance		\$257.57
			E 01 300 296 213 733 305	GBB Bussing		\$992.83
			E 01 300 294 221 733 305	Wrestling Bussing		\$1,830.42
			E 01 300 294 213 733 305	BBB Bussing		\$1,667.06
			E 01 300 790 000 313 305	Career Fair		\$467.60
			E 01 300 790 000 733 305	High School Field Trips		\$732.78
			E 01 300 292 236 733 305	Speech Bussing		\$1,368.78
PO#:	Voucher #:	50208	Invoice	Invoice No: February 2025 Trips	4/8/2025	Paid Amt: \$12,917.99 Check Amount: \$12,917.99
SBT	51767	1337		Morris Area High School		Check
			E 01 300 296 228 000 369	4/12 Softball Tournament		\$200.00
PO#:	Voucher #:	50216	Invoice	Invoice No: 4/12 Softball Tourny	4/8/2025	Paid Amt: \$200.00 Check Amount: \$200.00
SBT	51768	00560		OTTERTAIL POWER CO		Check
			E 01 005 810 184 000 330	Ballfield Electricity		\$202.69
			E 01 005 810 184 000 330	Liftpump Electricity		\$28.92
			E 01 005 810 184 000 330	Garage Electricity		\$25.25
PO#:	Voucher #:	50232	Invoice	Invoice No: 3/31/25 Stmt	4/8/2025	Paid Amt: \$256.86 Check Amount: \$256.86
SBT	51769	4018		PEMBERTON LAW, P.L.L.P		Check
			E 01 005 010 000 000 305	Professional Services		\$191.00
PO#:	Voucher #:	50229	Invoice	Invoice No: 53	4/8/2025	Paid Amt: \$191.00 Check Amount: \$191.00
SBT	51770	00602		Performance Foodservice - Marshall		Check
			E 02 005 770 000 701 491	Commodity Shipping		\$413.40
PO#:	Voucher #:	50222	Invoice	Invoice No: 3/31/25 Stmt	4/8/2025	Paid Amt: \$413.40 Check Amount: \$413.40
SBT	51771	00602		Performance Foodservice - Marshall		Check
			E 02 005 770 000 701 490	Food Service		\$19,741.09
			E 02 005 770 000 707 490	Ala Carte		\$1,326.70

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51771	00602		Performance Foodservice - Marshall		Check			
			E 02 005 770 000 707 490	Supplies			\$251.01		
PO#:	Voucher #:	50223	Invoice	Invoice No: 3/31/25 Stmt	4/8/2025	Paid Amt:	\$21,318.80		
						Check Amount:	\$21,318.80		
SBT	51772	1788		PIPESTONE ISD #2689		Check			
			E 01 300 294 215 000 369	5/5 Softball Tournament			\$75.00		
PO#:	Voucher #:	50217	Invoice	Invoice No: 5/5 Softball Tourny	4/8/2025	Paid Amt:	\$75.00		
						Check Amount:	\$75.00		
SBT	51774	00255		SOUTHWEST GLASS CENTER		Check			
			E 04 005 505 270 321 350	On Site Labor - Mirrors Removed			\$172.50		
PO#:	Voucher #:	50226	Invoice	Invoice No: 112557	4/8/2025	Paid Amt:	\$172.50		
			E 04 005 505 270 321 350	Mirror Replacement			\$1,956.00		
PO#: 11106	Voucher #:	50225	Invoice	Invoice No: 112558	4/8/2025	Paid Amt:	\$1,956.00		
						Check Amount:	\$2,128.50		
SBT	51775	00211		SW/WC SERVICE COOPERATIVES		Check			
			E 01 005 257 000 000 305	Tech Support			\$1,772.50		
			E 01 005 257 000 000 305	Cyber Security			\$392.19		
			E 01 100 790 000 000 369	Creative Writing			\$15.00		
			E 01 300 298 000 000 305	Knowledge Bowl Registration			\$265.00		
			E 01 300 298 000 000 305	Third 1/4 STARRS Online			\$2,718.75		
PO#:	Voucher #:	50227	Invoice	Invoice No: 3/31/25 Stmt	4/8/2025	Paid Amt:	\$5,163.44		
						Check Amount:	\$5,163.44		
SBT	51776	4403		Sysco Western Minnesota, Inc.		Check			
			E 02 005 770 000 701 490	Food Service			\$564.20		
PO#:	Voucher #:	50211	Invoice	Invoice No: 3/31/25 Stmt	4/8/2025	Paid Amt:	\$564.20		
						Check Amount:	\$564.20		
SBT	51777	3279		TOLK GRAVELING LLC		Check			
			E 01 005 810 191 000 350	Loader Snow Removal Feb 8 - Apr 3			\$1,480.00		
PO#:	Voucher #:	50233	Invoice	Invoice No: 7860	4/8/2025	Paid Amt:	\$1,480.00		
						Check Amount:	\$1,480.00		
SBT	51778	3864		US BANK		Check			
			E 07 005 910 000 000 790	2016A Bond Maintenance			\$575.00		
PO#:	Voucher #:	50228	Invoice	Invoice No: 7687593	4/8/2025	Paid Amt:	\$575.00		
						Check Amount:	\$575.00		
SBT	51779	4009		AG PLUS COOPERATIVE		Check			
			E 01 005 760 000 720 440	Bus Fuel			\$7,169.09		

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51779	4009		AG PLUS COOPERATIVE		Check
			E 01 005 760 000 720 440	Van Fuel		\$843.03
PO#:	Voucher #:	50239	Invoice	Invoice No: 3/31/25 Stmt	4/15/2025	Paid Amt: \$8,012.12
						Check Amount: \$8,012.12
SBT	51780	4250		American Welding & Gas, Inc		Check
			E 01 300 301 000 830 433	Welding Gas & Supplies		\$308.05
PO#:	Voucher #:	50247	Invoice	Invoice No: 0010790245	4/15/2025	Paid Amt: \$308.05
						Check Amount: \$308.05
SBT	51781	3695		AP Design		Check
			E 01 300 292 225 000 401	Golf Medal Gold		\$63.00
PO#:	Voucher #:	50257	Invoice	Invoice No: 93353	4/15/2025	Paid Amt: \$63.00
						Check Amount: \$63.00
SBT	51782	2347		Avera Marshall Regional Med Ct		Check
			E 01 300 298 000 000 305	1/26 - 2/21		\$1,756.80
			E 01 300 298 000 000 305	2/23 - 3/22		\$771.60
PO#:	Voucher #:	50240	Invoice	Invoice No: CINV-004363	4/15/2025	Paid Amt: \$2,528.40
						Check Amount: \$2,528.40
SBT	51783	2323		Borch Sporting Goods		Check
			E 01 300 294 215 000 401	Adult Baseball Pants		\$450.00
PO#:	Voucher #:	50235	Invoice	Invoice No: AAZ004006-AZ03	4/15/2025	Paid Amt: \$450.00
						Check Amount: \$450.00
SBT	51784	3420		CAMFIL USA, INC		Check
			E 01 005 865 000 380 350	20x16x4		\$768.48
			E 01 005 865 000 380 350	25x16x4		\$296.96
PO#:	Voucher #:	50260	Invoice	Invoice No: 30546228	4/15/2025	Paid Amt: \$1,065.44
						Check Amount: \$1,065.44
SBT	51785	3536		CHRISTOPHER WEBB		Check
			E 01 300 294 215 000 305	4/17 Softball Official		\$125.00
PO#:	Voucher #:	50252	Invoice	Invoice No: 4/17 Softball	4/15/2025	Paid Amt: \$125.00
						Check Amount: \$125.00
SBT	51786	4099		Cole Papers Inc		Check
			E 01 005 810 000 000 401	Water Based Urethane Wood Finish		\$2,074.75
			E 01 005 810 000 000 401	Durafoam 24" T-Bar Refill		\$24.00
			E 01 005 810 000 000 401	11x9 White 2 Ply Towel		\$182.05
			E 01 005 810 000 000 401	Scott Essential Jumbo Roll		\$405.90
			E 01 005 810 000 000 401	Scott Essential Universal Hi Cap White		\$349.80

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51786	4099		Cole Papers Inc		Check
			E 01 005 810 000 000 401	Pad Tan 20" 1500-300RPM		\$32.85
			E 01 005 810 000 000 401	Red Buffer Pad 20"		\$30.50
			E 01 005 810 000 000 401	Rear Blade Linatex		\$24.86
			E 01 005 810 000 000 401	Front Blade Linatex		\$14.45
			E 01 005 810 000 000 401	Upright Vacuum with Tools		\$343.38
			E 01 005 810 000 000 401	Standard Vacuum Bag		\$50.76
			E 01 005 810 000 000 401	Vinyl Clear Powder Free		\$35.44
			E 01 005 810 000 000 401	Scotchguard Stone Floor		\$783.16
			E 01 005 810 000 000 401	Betco Hard As Nails		\$91.93
PO#:	Voucher #:	50237	Invoice	Invoice No: 10552749	4/15/2025	Paid Amt: \$4,443.83 Check Amount: \$4,443.83
SBT	51787	2159		Countryside Auto		Check
			E 01 300 292 208 733 305	FFA Bus Rental		\$200.00
PO#:	Voucher #:	50258	Invoice	Invoice No: 32725	4/15/2025	Paid Amt: \$200.00 Check Amount: \$200.00
SBT	51788	4381		Data Processing Design Inc.		Check
			E 01 005 810 000 000 320	Monthly Statement		\$134.09
PO#:	Voucher #:	50238	Invoice	Invoice No: EGOLD-12117336	4/15/2025	Paid Amt: \$134.09 Check Amount: \$134.09
SBT	51789	4104		ED WATTS		Check
			E 01 300 294 215 000 305	4/17 Baseball Official		\$105.00
PO#:	Voucher #:	50254	Invoice	Invoice No: 4/17 Baseball	4/15/2025	Paid Amt: \$105.00 Check Amount: \$105.00
SBT	51790	00246		FLINN SCIENTIFIC		Check
			E 01 300 260 000 000 430	Magnesium, Granules, 100 g		\$63.72
			E 01 300 260 000 000 430	Hydrogen Peroxide, 30%, Reagent, 500 mL		\$106.50
			E 01 300 260 000 000 430	Acetic Acid, Reagent, 2.5 L		\$52.55
			E 01 300 260 000 000 430	Flinn Laboratory 21-Kit Bundle for Classic Lab K		\$1,175.00
			E 01 300 260 000 000 430	Freight		\$213.23
PO#: 11126	Voucher #:	50259	Invoice	Invoice No: 3129677	4/15/2025	Paid Amt: \$1,611.00 Check Amount: \$1,611.00
SBT	51791	4336		Jessica Verly		Check
			E 01 005 760 000 723 360	Transportation Agreement - 4/4 - 4/11		\$441.45
PO#:	Voucher #:	50234	Invoice	Invoice No: 4/4 - 4/11	4/15/2025	Paid Amt: \$441.45 Check Amount: \$441.45

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51792	4341		Kari Loft		Check			
			E 01	300 296 228 000 305	4/17 Softball Official	\$125.00			
PO#:	Voucher #:	50251	Invoice	Invoice No:	4/17 Softball	4/15/2025	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
SBT	51793	01958		MARSHALL GOLF CLUB		Check			
			E 01	300 292 225 000 369	Boys Golf Meet	\$100.00			
PO#:	Voucher #:	50241	Invoice	Invoice No:	Boys Golf	4/15/2025	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
SBT	51794	4298		Mason Sellner		Check			
			E 01	300 296 228 000 305	4/17 Softball Official	\$60.00			
PO#:	Voucher #:	50253	Invoice	Invoice No:	4/17 Softball	4/15/2025	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	51795	4331		McMaster-Carr		Check			
			E 01	300 292 209 000 401	Low-Strength Steel Nylon-Insert Locknut 100pk	\$7.24			
			E 01	300 292 209 000 401	Black-Oxide Alloy Steel Socket Head Screw (PN	\$31.32			
			E 01	300 292 209 000 401	Freight	\$16.96			
PO#: 11100	Voucher #:	50246	Invoice	Invoice No:	42575158	4/15/2025	Paid Amt:	\$55.52	
							Check Amount:	\$55.52	
SBT	51796	3327		MICHAEL SWAN		Check			
			E 01	300 294 215 000 305	4/17 Baseball Official	\$200.00			
PO#:	Voucher #:	50250	Invoice	Invoice No:	4/17 Baseball	4/15/2025	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
SBT	51797	4519		Nate Welsh		Check			
			E 01	300 296 228 000 305	4/15 Softball Official	\$150.00			
PO#:	Voucher #:	50248	Invoice	Invoice No:	4/15 Softball	4/15/2025	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
SBT	51798	3878		PIPESTONE AREA SOFTBALL		Check			
			E 01	300 296 228 000 369	5/3 Softball Tournament	\$75.00			
PO#:	Voucher #:	50256	Invoice	Invoice No:	5/3 Softball	4/15/2025	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
SBT	51799	2573		SMSU Forensics		Check			
			E 01	300 292 237 000 401	One Act - Costume Rental	\$100.00			
PO#:	Voucher #:	50255	Invoice	Invoice No:	Costume Rental	4/15/2025	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	

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Check Number: 51698-2147483647 Payment Date: 3/20/2025-4/30/2025 Period: 202509-202510 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51800	3389		STEVE JOHNSON		Check			
			E 01	300 294 215 000 305	4/17 Baseball Official		\$200.00		
PO#:	Voucher #:	50249	Invoice	Invoice No: 4/17 Baseball	4/15/2025	Paid Amt:	\$200.00		
						Check Amount:	\$200.00		
SBT	51801	00956		SUSSNER CONSTRUCTION, INC.		Check			
			E 01	005 810 192 000 350	Minneota School Gym Panel Trim Repair		\$129.86		
PO#:	Voucher #:	50244	Invoice	Invoice No: 25027-0408	4/15/2025	Paid Amt:	\$129.86		
			E 01	005 810 192 000 350	Minneota School Railing Repair		\$258.44		
PO#:	Voucher #:	50243	Invoice	Invoice No: 25028-0408	4/15/2025	Paid Amt:	\$258.44		
						Check Amount:	\$388.30		
SBT	51802	00211		SW/WC SERVICE COOPERATIVES		Check			
			E 01	100 203 000 000 406	Licenses for Functional Phonics		\$1,125.00		
			E 01	005 110 000 000 305	Lease Allocation - 850, 389, 335		\$5,774.00		
PO#:	Voucher #:	50236	Invoice	Invoice No: 3/31/25 Stmt	4/15/2025	Paid Amt:	\$6,899.00		
						Check Amount:	\$6,899.00		
SBT	51803	00505		THE MINNEOTA MASCOT		Check			
			E 01	005 010 000 000 305	School Board Minutes - February Minutes		\$224.00		
PO#:	Voucher #:	50245	Invoice	Invoice No: 89661	4/15/2025	Paid Amt:	\$224.00		
						Check Amount:	\$224.00		
SBT	51804	3729		Border States Electric		Check			
			E 01	005 810 000 000 401	M18 4-Gallon Backpack Sprayer		\$386.98		
			E 01	005 810 000 000 401	4-Gallon Tank Assembly		\$188.17		
PO#:	Voucher #:	50261	Invoice	Invoice No: 930213914	4/16/2025	Paid Amt:	\$575.15		
						Check Amount:	\$575.15		
SBT	51805	1444		Lakeview Public School		Check			
			E 01	300 292 207 000 366	MAFCS Conference		\$63.90		
PO#:	Voucher #:	50262	Invoice	Invoice No: 4/4/2025	4/16/2025	Paid Amt:	\$63.90		
						Check Amount:	\$63.90		
SBT	51806	4116		MINNEOTA CAR WASH LLC		Check			
			E 01	005 760 000 720 350	Better Car Wash		\$36.00		
PO#:	Voucher #:	50263	Invoice	Invoice No: 237	4/16/2025	Paid Amt:	\$36.00		
						Check Amount:	\$36.00		
SBT	51807	00560		OTTERTAIL POWER CO		Check			
			E 01	005 810 184 000 330	School Building Electricity		\$4,218.31		
PO#:	Voucher #:	50264	Invoice	Invoice No: 3/31/25 Stmt	4/16/2025	Paid Amt:	\$4,218.31		
						Check Amount:	\$4,218.31		

Minneota Public School  
Detail Payment Register By Check

Check Number: 51698-2147483647    Payment Date: 3/20/2025-4/30/2025    Period: 202509-202510    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51808	2008		Scholastic Book Fairs Inc.		Check
			E 01 005 620 000 000 401	Minneota Public Book Fair		\$1,104.20
PO#:	Voucher #:	50224	Invoice	Invoice No: Minneota Book Fairs	4/16/2025	Paid Amt: \$1,104.20
						Check Amount: \$1,104.20
						Report Total: \$487,991.37

LEADERSHIP

REPORTS

# MHS Activities and CE Report

April 2025

## CURRENT

**Speech** 3 State Qualifiers-Wyatt Pohlen, Johnny Fales and Carson Becker-They compete April 24 @ Shakopee HS

**FFA** Have 20 students competing to go to State FFA April 27-29 at the U of M

**FCCLA** Qualified 18 to Nationals in Orlando FL this summer

**Visual Arts** 6 kids to compete in section April 23 @ Redwood

**Baseball** 4-1 (4/16/25) Edgerton 4/17, RTR 4/21, Ortonville 4/24, KMS 5/25

**Softball** 5-1 (4/16/25) RTR 4/17, TMB 4/22, Lakeview 4/24

**Golf** Ava Panka 8th @ Worthington and 5th at YME Conference Meet, Boys Team 3rd @ YME Conference (4/16/25) Marshall 4/16, Minneota/Lakeview Invite 4/17

**Track** Girls 1st at Monte, Boys 5th at Monte at Redwood 4/22, Flandreau 4/26

Other

**Community Ed:** 4H Extension reached out about hosting summer Makerspace (arts/crafts), Baking/Cooking class, Rockets class-coordinating some dates

**Summer Activities:** Coordinating with coaches regarding weight room times, team camps, and other summer training activities

- ❑ Enrollment as of 4/15/25 is **305**
  - ❑ PreK: 57
  - ❑ K: 30
  - ❑ 1: 41
  - ❑ 2: 33
  - ❑ 3: 42
  - ❑ 4: 31
  - ❑ 5: 33
  - ❑ 6: 38

- ❑ **Projected Kindergarten Enrollment: 48**

- ❑ **Student Learning and Achievement**

- ❑ MCAs
  - ❑ Preliminary Results for grades 3-6 Reading
- ❑ Spring Universal Screening
  - ❑ May 5th-May 14th
  - ❑ Use data to determine intervention groups and focus instruction at Tier 1

- ❑ **Staffing Updates**

- ❑ Shelby Domeier/Grade 5 and 6 ELA
- ❑ Jay Knutson/Music
- ❑ Art

- ❑ **New READ Act Update: 4-12 Dyslexia Screening**



# Elementary Updates

## School Board Report

**Nicolle Johnston**

- ❑ **Family Literacy Night (3/27/25)**
  - ❑ **50+ K-3 families attended**



- ❑ **Important Events**

- ❑ MCAs: Grade 4, 5, and 6 Math and Grade 5 Science
- ❑ Universal Screening May 5th-14th
- ❑ 6th Grade Graduation May 16th
- ❑ Last Day of School May 20th
- ❑ Summer Programming July 21st

April 2025

# High School April 2025-Board Report

## Current Updates

- 88% are passing in ALL of their classes.
  - ◆ 80% 7th & 8th Grade
  - ◆ 92% 9th - 12th Grade
- 95.83% Average Daily Attendance
- 8th Grade Courage Retreat April 1st
- 9th Grade College/Career Day April 15th
- MCA Testing & ACT

## Upcoming Events

- Prom April 26th
- 11th Grade College Visit April 28th
- Graduation 17th at 2pm

# SUPERINTENDENT'S REPORT



Staffing updates



Food service updates

## Breakfast Summary & Comparison: Percent of Eligible Students Eating School Meals

Year	August	September	October	November	December	January	February	March
2022-2023	13.1%	18.6%	19.7%	21.1%	20.0%	20.2%	21.4%	20.3%
2023-2024	26.5%	34.3%	35.1%	37.1%	36.3%	35.5%	37.3%	38.6%
2024-2025	29.4%	35.3%	35.3%	34.8%	32.4%	33.3%	35.0%	37.3%
Change from Last Year	2.9%	1.0%	0.2%	-2.2%	-3.9%	-2.2%	-2.3%	-1.3%

## Lunch Summary & Comparison: Percent of Eligible Students Eating School Meals

Year	August	September	October	November	December	January	February	March
2022-2023	72.2%	78.2%	76.7%	82.9%	79.4%	76.6%	76.2%	75.0%
2023-2024	75.2%	77.6%	77.9%	79.7%	78.0%	77.9%	77.7%	77.5%
2024-2025	77.1%	75.9%	77.6%	79.6%	78.1%	75.5%	77.1%	76.0%
Change from Last Year	1.8%	-1.7%	-0.3%	-0.1%	0.1%	-2.4%	-0.6%	-1.6%



# SUPERINTENDENT'S REPORT



## Legislative Session

- ✓ *Rubber hits the road...*
- ✓ End of Session is May 19
- ✓ Distinct possibility of a Special Session
  - Governor cuts \$240 million
  - Senate DFL = \$0 [repeal formula inflator]
  - House DFL/GOP adds \$40 million
- ✓ LTFM Roofs Bill may end up in Omnibus Bills
- ✓ Some think that NO FUNDING INCREASE is possible
- ✓ Long-range funding does not look promising



# SUPERINTENDENT'S REPORT

- ✓ Closure of USED directed and authority to states
  - Potential/likely legal challenges
  - Possibly a full or partial dismantling is on the horizon
    - Special education and civil rights enforcement
    - Federally-funded programs would need to be funded through state or through local taxpayers
    - Our Federal funding is limited, but reductions are bad
    - Complete dismantling requires Congressional approval [*uncertain*]
    - Continue close monitoring and watching updates; plan accordingly
    - Remain focused on students, staff, and families



# CONSENT

# AGENDA

# **MINNEOTA PUBLIC SCHOOLS – ISD #414**

## **MARCH 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, March 26, 2025 at 5:31 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, and Karen Dalager also attended.

Motion by Skorczewski, second by Mead, to approve the meeting agenda with the addition of item #5.8 [authorize summer school program]. Motion passed unanimously.

School Board Members highlighted and praised many students and several staff as points of Viking Pride.

Patty Myrvik provided a Minnesota State High School League updated.

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

Motion by Buysse, second by Runia, to approve the payment of bills and the check register as presented. Motion passed, 6-0, with Mead abstaining.

Leadership reports were shared and reviewed.

Member Skorczewski requested that Heather Anderson's resignation be removed from the Consent Agenda and considered separately.

Motion by Skorczewski, second by Buysse, to approve the Consent Agenda, with Heather Anderson's resignation removed. Motion carried unanimously.

After discussion, there was a motion by Mead, second by Coequyt, to accept Heather Anderson's resignation with gratitude for her exceptional service and an acknowledgement that she would be missed. Motion carried, 6-1, with Skorczewski voting no.

Motion by Mead, second by Runia, to approve the 2<sup>nd</sup> reading of Policies #101, #103, #207, #208, #209, #210, #211, #212, #407, #408, #409, and #610, as presented. Motion passed unanimously.

Motion by Skorczewski, second by Hennen, to approve the 2025-2026 Achievement and Integration budget. Motion carried unanimously.

The School Board reviewed – for the 1st of 2 times – Policies #414, #421, #422, #423, #424, #425, #504, #529, and #618. 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.

Motion by Buysse, second by Runia, to approve a Letter of Support for a Meat Education and Training [MEAT] grant application. Motion carried unanimously.

Motion by Skorczewski, second by Runia, to schedule a School Board Retreat-Work Session for Monday, March 31, 2025 at 5:00 pm. Motion carried unanimously.

Superintendent Monson reviewed upcoming important dates and meetings.

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

The meeting was adjourned at 6:51 pm.

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Martin Hennen, Clerk

# **MINNEOTA PUBLIC SCHOOLS – ISD #414**

## **MARCH 31, 2025 SCHOOL BOARD RETREAT-WORK SESSION MINUTES**

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A Retreat-Work Session of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Monday, March 31, 2025 at 5:00 pm in the Conference Room.

Members present included Emily Coequyt, Jon Buysse, Martin Hennen, Abby Thostenson, Tom Skorczewski, Ryan Runia, and Julie Mead. Heather Anderson and Nicolle Johnston, along with RW Baird representatives, also attended.

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

The School discussed the school district's focus areas and priorities, and RW Baird representatives presented information and responded to questions about potential opportunities and options to address long-term facilities planning. No action was taken.

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

The meeting was adjourned at 7:31 pm.

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Martin Hennen, Clerk

## Consent Agenda Personnel Items | April 2025

New Contract or New Hire			
Name	Position	Salary-Wages	Effective Date
Eli Gruenes	Summer Buildings & Grounds Assistant	\$12.50/hour; up to 350 hours	Summer of 2025
Brody Larson	Summer Buildings & Grounds Assistant	\$12.50/hour; up to 350 hours	Summer of 2025
Carson Becker	Summer Technology Assistant	\$12.50/hour; up to 350 hours	Summer of 2025
Jared Josephson	Summer School: Bounce Back Teacher	\$35/hour; up to 40 hours	Summer of 2025
Kaley Buysse	Summer School: Bounce Back Teacher	\$35/hour; up to 40 hours	Summer of 2025
Sarah Stassen	Summer School: Bounce Back Teacher	\$35/hour; up to 40 hours	Summer of 2025
Cindy Van Keulen	Summer School: Bounce Back Teacher	\$35/hour; up to 40 hours	Summer of 2025
Keven Larson	Summer Custodial Assistant	\$16.50/hour; up to 350 hours	Summer of 2025
Keven Larson	Outside Groundskeeper	\$23/hour; up to 560 hours	Through November 2025
Zach Fieber	School Social Worker [0.4 FTE]	\$19,557.60	2025-2026 School Year
Shelby Domeier	6th Grade Teacher [1.0 FTE]	\$50,672.00	2025-2026 School Year

## Scott Monson

---

**From:** Devann Shultz  
**Sent:** Wednesday, April 2, 2025 9:54 AM  
**To:** Scott Monson; Tara Skorczewski  
**Subject:** Surplus

Scott and Tara,

Will you please put on the April board agenda to surplus 5 - 75in (regular)smart TVs, and 10 old monitors?



### Devann Shultz

Minneota Public Schools – ISD414

**Technology Director**

**Elementary Yearbook**

504 N. Monroe Street, Minneota, MN 56264

507-872-6175


[www.minneotaschools.org](http://www.minneotaschools.org)

## Consent Agenda Fundraiser Requests | April 2025

Sponsoring Club/Organization:	Date Submitted	Type of Event:	Requested Date(s) of Event
FCCLA	3/31/2025	Tip Night at KB's	May 19, 2025
FCCLA	4/11/2025	Carwash/drying cars at the Shine Center	May/June 2025
FCCLA	4/11/2025	Fundraiser through City Hall Bar and Grill	May/June 2025
FCCLA	4/11/2025	Minneota Car Wash fundraiser	May/June 2025
FCCLA	4/11/2025	Concessions fundraiser	Multiple dates in June
FCCLA	4/11/2025	Selling cakes	May/June
FCCLA	4/11/2025	Sell flowers for Mother's Day	April/May(before Mother's Day)
FCCLA	4/11/2025	Pizza fundraiser	May/June
FCCLA	4/15/2025	Concessions at Softball Games	May/June

Scott Monson

From: sites <sites@ampact.us>  
Sent: Friday, April 11, 2025 4:02 PM  
To: Scott Monson  
Subject: 2025-2026 Reading Corps and Math Corps Site Award



Your Support Team

Program Manager  
[Sally McGill](#)

Coaching Specialist  
[Jodi Illg](#)

Recruiter  
[Shelly Vergin](#)

## We're Excited to Partner with You!

Dear Scott Monson,

We are pleased to inform you that Minneota Public School District has been awarded the positions listed below for the 2025-2026 school year. Please note that this award may be subject to change based on funding availability and organizational priorities.

Site Name	Position	Number Awarded
Minneota Elementary	Math Tutor K-3	1
Minneota Elementary	Reading Tutor	1

In the coming weeks, your support team will contact you to provide the necessary information, resources, and guidance to prepare for the 2025-2026 program year and to begin recruiting exceptional AmeriCorps members from your networks. We kindly ask that you review the [Guides to](#)

[Partnering](#) for the programs you have been awarded, accessible via the provided link.

Your organization will receive a site agreement for review and signature at the district/agency level. This agreement must be signed before AmeriCorps members begin at your site. Your support team may reach out if there is any additional information needed for the site agreement.

We appreciate your partnership as we work together to make a meaningful impact in our communities. [Ampact](#) remains committed to supporting our partners, members, and mission. Should you have any questions, please do not hesitate to contact us.

Yours in Service,

The Reading Corps and Math Corps Team



Ampact is a national organization that demonstrates the power of national service to solve complex social problems. We create innovative programs that focus on education, environmental stewardship, and healthy futures for communities. These programs include Reading Corps, Math Corps, Early Learning Corps, Recovery Corps, Heading Home Corps, Public Health Corps, and Opportunity Corps.

## AMERICORPS SERVICES AGREEMENT

This Agreement is between Reading & Math, Inc. dba Ampact, located at 1200 Washington Avenue South, Suite 310, Minneapolis, Minnesota 55415 (**"Ampact"**); and

**Minneota Public School District**

located at

**504 N Monroe St, Minneota, Minnesota 56264**

(the **"Partner Organization"** or **"Partner"**), (each a **"Party"** and jointly, the **"Parties"**).

- A. Ampact provides evidence-based AmeriCorps programs that meet critical community needs; and
- B. The Partner wishes to implement one or more **of Ampact's programs (the "Program")**; and
- C. Ampact has agreed to deliver the Program subject to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the mutual commitments and agreements set forth below, the Parties agree as follows.

1. The Parties.

- a. **Ampact.** Ampact is a national nonprofit organization headquartered in Minnesota with funding from the Corporation for National and Community Service dba AmeriCorps, a federal government agency (**"AmeriCorps"**). Ampact programs, including the Program, are delivered through services **of AmeriCorps members ("Member" or "Members")**.
- b. **Partner.** Partner includes the organization and all associated service site locations that hosts Members to perform service activities of the Program as outlined in each Member position description.
- c. **Relationship.** Each Party is an independent entity, and neither Party is an employee nor an agent of the other in any capacity at all. The relationship of the Parties shall be defined solely by the terms and conditions in this Agreement.
- d. **School Official.** In the event that Partner is a school district, Ampact shall be designated as a School Official in compliance with the federal Family Educational Rights and Privacy Act (**"FERPA"**).

2. **Scope of this Agreement.** This Agreement includes three components: 1) The terms and conditions set forth below; and 2) The terms and conditions in Exhibits A through F, which are attached hereto and incorporated by reference; and 3) The content contained in the Guide to Partnering, which is linked at [www.ampact.us/guides](http://www.ampact.us/guides) and incorporated herein by reference.

3. Term and Termination. The term of this Agreement shall commence on August 1, 2025 and end on July 31, 2026, unless sooner terminated by either Party upon written notice to the other. Upon termination, outstanding obligations of the Parties shall be satisfied as described in this Agreement.

4. Program Model.

- a. Members. Members are neither employees nor independent contractors of Ampact or the Partner. Their worker status is defined by federal law and the terms and conditions of this Agreement. Accordingly, they are ineligible to receive state and federal unemployment compensation.

Partner has been awarded AmeriCorps members by Ampact. An award refers to the number and type of Members that have been approved for placement at Partner locations. Award details are communicated via email. The fulfillment of the award is contingent upon funding and successful recruitment of Members and is not a guarantee of placement. The award may be changed at the request of Partner or Ampact. Changes are communicated in writing.

- b. Federal Restrictions. The Parties shall operate the Program in compliance with the AmeriCorps restrictions described in Exhibits A through D to this Agreement, as well as all other applicable statutes, executive orders, regulations, and policies governing the award and AmeriCorps, as they may be modified from time to time during the term of this Agreement.
- c. Service Environment. Members are placed at service site locations operated by Partner. Service sites must be a physical site location in the geographic community where service occurs. Partner will ensure a safe and accessible service site environment where AmeriCorps members are treated with dignity and respect. Partner will provide training to Members on site-specific safety policies and procedures. Each service site must be accessible to people with disabilities.

Each service site will post an AmeriCorps sign provided by Ampact in a visible place to identify the location as an AmeriCorps service site.

Partner will provide Members with a workspace necessary to complete all required service activities. Ampact will provide any instructional resources and manuals required by Members to understand and implement the Program. Partner will provide any materials, supplies, and/or equipment used by the Member to carry out service activities at or on behalf of Site Partner, including but not limited to a computer or electronic device, office supplies and photocopies, and specialized equipment. Any electronic device issued to a Member by the Partner shall be solely based on a written technology agreement defining the terms of use. The terms of use shall comply with all of the data security requirements set forth in this Agreement. Partner shall bear the full risk of loss of any such device or its data.

- d. Member Recruitment and Selection. Ampact will screen, interview, and manage offers for all candidates and make the final decision regarding Member selection and placement.

Member service is contingent upon successful completion of a three-part federally mandated background check (FBI, state repository, and sex offender registry checks) that is conducted and paid for by Ampact prior to official acceptance into the Program. Ampact will notify Partner if the applicant did not clear the background check according to Ampact policy. Actual results of the

background check will not be shared with Partner without written permission from the applicant, as allowed by law. Partner assumes all responsibility for coordination of and costs associated with additional background checks required by Partner. Members may not be asked to pay for the cost of a background check.

- e. Member Management and Supervision. Partner will ensure the designation of Site Supervisor(s) to provide regular, on-site support and supervision to Members. The designated Site Supervisor will meet all standards of employment by Partner. Supervision includes the facilitation and verification of on-site service time and activities completed by each Member.

Ampact administers and oversees Member benefits (as applicable), including living allowance, education award, health insurance, federal student loan forbearance, childcare assistance, and any additional benefits for which the Member qualifies.

Partner may not hire or employ Members **during the Member's term of service**, excluding Professional Corps members.

Ampact provides Members and Site Supervisors with training and support on the knowledge and skills necessary to participate in the Program and complete the essential functions of their role. The Partner provides Members with training and support related to site-based policies, procedures, and expectations. Members are expected to adhere to all site policies.

Ampact and Partner will work together to address Member performance issues, as needed. Partner will contact Ampact staff as soon as reasonably possible with any questions or concerns related to Member. Partner does not have the authority to terminate a Member but can request **Ampact staff enact Ampact's performance management procedures**, which may include a removal from the service site location.

**A "Grievance" is a serious, persistent concern or complaint by a Member. Partner shall report any Grievance to Ampact without delay.**

Ampact is responsible for completing and maintaining a personnel file for each Member, which includes all required documents, including eligibility documentation, timesheets, performance evaluations, and performance management documentation.

Ampact will cover Members under **a Worker's Compensation or Accidental Death & Dismemberment** policy as required by state law. Members who sustain service-related injuries or illnesses must inform Ampact within 24 hours and complete all requested documentation.

- f. Program Data Collection. Ampact will provide access to a secure, online data management system for tracking service activities. In any Program providing direct services to participants, the Partner will support members in collecting data for participants who receive services from Ampact. When participant data is collected, this data is maintained online in a secure, data-privacy-compliant system. Site Supervisors are responsible for completing data management system training and **monitoring their members' reports to ensure data is submitted regularly and accurately.**

5. Non-Exclusivity. Either Party may provide services of the same or similar nature to those described in this Agreement, or any other services at all at their sole discretion, so long as they remain in compliance with the terms of this Agreement.
6. Data Privacy and Protection.

All obligations shall indefinitely survive the termination of this Agreement.

**All Programs and parties are required by law to be in compliance with AmeriCorps's data privacy and protection policy.** Additionally, education Programs are required to adhere to the Family Educational Rights and Privacy Action ("FERPA") and the Recovery Corps and Heading Home Corps Programs are required to comply with the Health Insurance **Portability and Accountability Act ("HIPAA")**.

a. Data Definitions

- i) **Personally Identifiable Information ("PII"):** Any information that can identify an individual directly or indirectly, including direct identifiers (name, social security number, **driver's license** number, passport number, biometric records), indirect identifiers (birth date, sex, race, **geographic location, mother's maiden name**), and **other unique identifiers** (email address, phone number, IP address, employer, or any combination of data that can reveal identity), which can be found in various records, including education records and directory information.
- ii) **Education Record (includes PII):** Any record maintained by an educational institution that relates to a student including academic records (grades, transcripts, student schedules), disciplinary records (suspensions, expulsions), special education records (IEPs, evaluations), and school-maintained health records (immunization records, nurse visits) but excluding **teacher's sole**-possession notes, law enforcement records, employment records unrelated to student status.
- iii) **Directory Information (includes some PII):** A subset of education records, including basic student details (name, address, phone number, date/place of birth, major field of study), school-related recognition (participation in sports/clubs, degrees/awards received), and attendance details (enrollment dates, most recent school attended).
- iv) **Confidential Information:** "Confidential Information" means any and all nonpublic information belonging to either Party, its related businesses, or other related parties, which is or has been disclosed in the course of this Agreement, whether or not marked confidential, including, but not limited to: any and all data, by whomever created and wherever and however stored; product concepts, techniques and processes; market data, bids, estimates and proposals; lists and information; personal and business related financial information, including but not limited to prices, costs and discounts; future plans; business affairs; personnel information; and student information, including but not limited to data protected according to state and federal laws, including PII data, education records, and directory information.

b. Data Protection

- i) All Programs and their related parties are required to protect PII data that is collected or made available due to the nature of the Program. This information includes, but is not limited to, the PII of Members, Partner staff, or Program participants.
- ii) Education Programs (Reading Corps, Math Corps, Early Learning Corps, and Total Learning Classroom) and related parties are required to protect education records and directory information (unless being defined as an exclusion) that is collected or made available due to the nature of the Program, in addition to PII.

Protecting data includes establishing procedures to prepare for and respond to a breach of confidentiality. **"Breach" is defined as: loss of control, compromise, unauthorized acquisition, unauthorized access, or any similar situation where persons other than the authorized users and for other than the authorized purposes have access or potential access to the data.**

To protect all data, all third-party vendors, contractors, or consultants engaged by Ampact who require access to confidential data for the performance of services under this Agreement shall be bound by the terms and conditions of this security policy. These parties must adhere to the same data protection and security protocols as Ampact and must take all necessary measures to safeguard sensitive data, including but not limited to, implementing encryption, access controls, and monitoring as specified in this Agreement.

c. Data Usages and Sharing

For all Confidential Information, all parties agree:

- To use reasonable and prudent care to maintain all Confidential Information in confidence and not disclose it to any third party except in the performance of duties pursuant to this Agreement, unless required to do so by court order or by law; and
- To comply with all federal and state data protection laws, such as FERPA and HIPAA; and
- To maintain the security of all data in a password-protected, network-secured electronic format or in a lock-and-key secured physical location; and
- To use all data as needed to implement the Program in compliance with the terms and conditions of this Agreement, and for no other purpose except as may be authorized by a Party in writing; and
- That no report of data, or work product derived from it, may be shared publicly by either Party without the express prior agreement of the other; and
- Upon termination of this Agreement, to take such steps as may be agreed between the Parties, such as data destruction or transfer; and
- **Not to use Confidential Information for the Party's own benefit or for the benefit of any third party without the written agreement of the other Party.**

d. Data Destruction

Upon termination or expiration of this Agreement, all PII data shall be securely and permanently deleted (hard deleted) or de-identified, unless otherwise agreed upon or if the data is required for legal, regulatory, or contractual purposes. In cases where the data is to be retained for any period beyond the expiration of this agreement, explicit written consent shall be obtained from the relevant parties, and it shall be protected according to the terms outlined in this Agreement. The deletion or de-identification processes will comply with industry best practices and applicable laws to ensure that PII data cannot be recovered, reconstructed, or used inappropriately.

e. Data Breach

Ampact protects the confidentiality of PII by:

- Designating a PII Security Coordinator.
- Identifying the types of PII that we collect, the places where it is stored, and the service providers with whom it is shared.
- Documenting policies and procedures in place to protect PII, regardless of where it is stored.
- Identifying and documenting realistic risks to security, confidentiality, and integrity of PII; and
- Following those procedures in the event of a breach.

Ampact must be notified immediately if any Partner representative suspects a breach of confidentiality related to the execution of activities outlined in this Agreement.

7. Ownership. **Ampact owns all rights, title, and interest in all “Works” created under this Agreement. “Works” means all inventions, improvements, discoveries (whether or not patentable), databases,** computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, work products, tapes, and disks conceived, reduced to practice, created or originated by Ampact, its employees, Members, agents, and subcontractors, either individually or jointly with others in the performance of this contract.

Title to materials developed with the assistance of federal grant funding also may be governed by federal regulation at 2 C.F.R. § 200.315.

8. Authority to Bind. Neither Party may enter into any contract or agreement, or otherwise make any binding commitment on behalf the other without prior written approval.
9. Notices. Any notice required pursuant to this Agreement shall be delivered in writing to the affected Party at its address set forth above, or otherwise as may be agreed.

10. Liability. Each Party assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of their respective officers, employees, servants, Members and agents while acting within the scope of their employment.
11. Assignment. Neither Party may assign nor transfer any right or obligation under this Agreement without the prior written consent of the other.
12. Governing Law. This Agreement shall be subject to and construed in accordance with the laws of the State of Minnesota.
13. Entire Agreement. This is the entire Agreement between the Parties with respect to its subject matter. It supersedes and replaces any previous oral or written understandings or agreements between them. It may not be modified or amended except by a writing signed by both Parties.
14. Signature. Each Party understands and accepts all of the terms and conditions of this Agreement, including the terms included in Exhibits A through D, and the separate Guide to Partnering as described in Paragraph 2. above.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

Ampact

Date: 04-11-2025

By: *Sadie O'Connor*

Sadie O'Connor  
President

**Minneota Public School District**

Date:

By:

Scott Monson  
Superintendent

## EXHIBIT A PROHIBITED ACTIVITIES FOR AMERICORPS MEMBERS

AmeriCorps members may not engage in the below activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed below per 45 CFR 2520.65.

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to:
  - i. A business organized for profit;
  - ii. A labor union;
  - iii. A partisan political organization;
  - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
  - v. An organization engaged in the religious activities described in paragraph (7) of this section, unless Corporation funds are not used to support the religious activities; and
9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services;
11. Any activity prohibited by applicable Executive Order/Memorandum; and
12. Such other activities as the Corporation may prohibit.

In addition to the above activities, the below activities are additionally prohibited:

Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited.

Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above.

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

## EXHIBIT B

### SUPPLANTATION, NON-DUPLICATION AND NON-DISPLACEMENT

These policies outline restrictions that govern the use of Corporation for National and Community Service (CNCS) assistance.

- A. Supplantation: Corporation assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive Corporation support. For any given program, this condition will be satisfied if the aggregate non-Federal public expenditure for that Program in the fiscal year that support is to be provided is not less than the previous fiscal year. [45 CFR 2540.100 (a)]
  
- B. Non-Duplication: Corporation assistance may not be used to duplicate an activity that is already **available in the locality of a Program. And, unless the requirements of the 'Non-displacement'** paragraph of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides. [45 CFR 2540.100 (e)]
  
- C. Non-Displacement:
  1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
  2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
  3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
  4. A participant in a program receiving Corporation assistance may not perform any services or duties, or engage in activities, that would otherwise be performed by an employee as part of the assigned duties of such employee.
  5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that
    - i. Will supplant the hiring of employed workers; or
    - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
  6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any
    - i. Presently employed worker;
    - ii. Employee who recently resigned or was discharged;
  7. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  8. Employee who is on strike or being locked out. [45 CFR 2540.100 (f)]

## EXHIBIT C PROGRAM CIVIL RIGHTS AND NON-HARASSMENT POLICY

AmeriCorps and Ampact have zero tolerance for unlawful harassment of any individual or group of individuals engaged in national service. AmeriCorps and Ampact are committed to treating all persons with dignity and respect.

Ampact prohibits all forms of discrimination and harassment based on race, color, national origin, sex, age (40 and over), religion, sexual orientation, disability (mental or physical), political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), military service, or any other category protected by law. Member selection is based solely on an applicant's ability to perform the essential functions of the position in the opinion of Ampact.

AmeriCorps and Ampact will not tolerate any harassment that may include slurs and other verbal or **physical conduct that relates to an individual's sex, race, ethnicity, religion, sexual orientation, or any other** legally-protected status when such behavior has the purpose or effect of interfering with job performance or creating an intimidating, hostile, or offensive work environment. Examples of harassing conduct include, but are not limited to: explicit or implicit demands for sexual favors; pressure to engage in a romantic relationship or for dates; deliberate touching of another person without consent, leaning over or cornering a person; repeated offensive teasing, jokes, remarks, or questions; unwanted letters, emails, or phone calls; distribution or display of **offensive materials; offensive looks or gestures based on a person's sex, race, ethnicity, or religious baiting**; physical assault or other threatening behavior; and demeaning, debasing, or abusive comments or other actions that intimidate and are based on a **person's protected status**.

If a Partner is found to be engaging in such activities, removal of Member(s) and denial of future Members may result.

Any questions or concerns about any type of discrimination and/or harassment related to AmeriCorps Members or Programs should be brought to the attention of any Ampact staff member:

Reading & Math, Inc. DBA Ampact  
1200 S. Washington Ave, Ste 310, Minneapolis, MN 55415  
hr@ampact.us or (612) 206-3030

Full text of the AmeriCorps Civil Rights and Non-Harassment Policy can be found at  
<https://americorps.gov/about/agency-overview/civil-rights>

## EXHIBIT D DRUG-FREE WORKPLACE

Pursuant to the Drug-Free Workplace Act of 1988, Ampact is committed to maintaining a drug and alcohol-free environment. Members are prohibited from the illegal use, manufacture, sale, dispensation, distribution, or possession of illegal drugs, controlled substances, narcotics, or alcoholic beverages on Ampact premises, service site locations, or while traveling in an official capacity. Service is conditioned upon compliance with this policy. Ampact requires that each Member engaged in the performance of a federal grant shall, as a condition of service under the grant, abide by the terms of this policy and shall notify Ampact staff in writing of any criminal drug charge, arrest, or conviction occurring during service no later than five (5) days after such charge, arrest, or conviction. Upon receiving notice or otherwise learning about the charge, arrest, or conviction Ampact will notify appropriate Federal-contracting agency within ten (10) days. Within 30 days of receiving such notice, Ampact will (1) take disciplinary action up to and including exit for cause consistent with AmeriCorps rules regarding termination and suspension of service, or (2) require the Member to satisfactorily participate in an approved drug treatment program. Ampact shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

Reference: 41 U.S.C. § 701 et seq.

## EXHIBIT E PROGRAM FUNDING

Partner agrees to provide a site fee to the Program to cover a portion of Member-related costs. Fees are \$2,500 for each Math Corps Member placed at Partner location(s). Ampact will issue invoices to Partner for all site fees. All payments are due within 30 days of receipt. Any adjustments to the site fee amount and/or payment schedule will be communicated in writing.

Ampact may collect information from Partner about non-monetary (in-kind) contributions including, but not limited to, the monetary value of the space, supplies, and staff time involved in operating the Program.

EXHIBIT F  
MODIFICATIONS TO THE STANDARD TERMS AND CONDITIONS OF THIS  
AGREEMENT

There are no modifications.

## Certificate Of Completion

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Status: Delivered

Subject: Minnesota Ampact Partner Agreement 2025-2026

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1200 Washington Ave S

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Minneapolis, MN 55415

Time Zone: (UTC-06:00) Central Time (US & Canada)

sites@ampact.us

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sites@ampact.us

## Signer Events

## Signature

## Timestamp

Scott Monson

Sent: 4/11/2025 4:01:54 PM

scott.monson@minneotaschools.org

Viewed: 4/11/2025 4:22:59 PM

Superintendent

Security Level: Email, Account Authentication  
(None)

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

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## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

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## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent

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## Payment Events

## Status

## Timestamps

**PREVIOUS**

**BUSINESS**



# 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
<a href="#">Model Policy 535</a>	<a href="#">Service Animals in Schools</a>

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: JulyApril 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)  
*Vetteson 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 (8<sup>th</sup> Cir. 1997)  
*D.B. ex rel. Brogdon v. Lafen*, 217 Fed.Appx. 518 (6<sup>th</sup> Cir. 2007)  
*B.W.A. v. Farmington R-7 Sch. Dist.*, ~~508 F.Supp.2d 740~~ (8<sup>th</sup> 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~~ (8<sup>th</sup> 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 (3<sup>rd</sup> Cir. 2013)  
*Hardwick v. Heyward*, 711 F.3d 426 (4<sup>th</sup> 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, 1<sup>st</sup> 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)

NEW

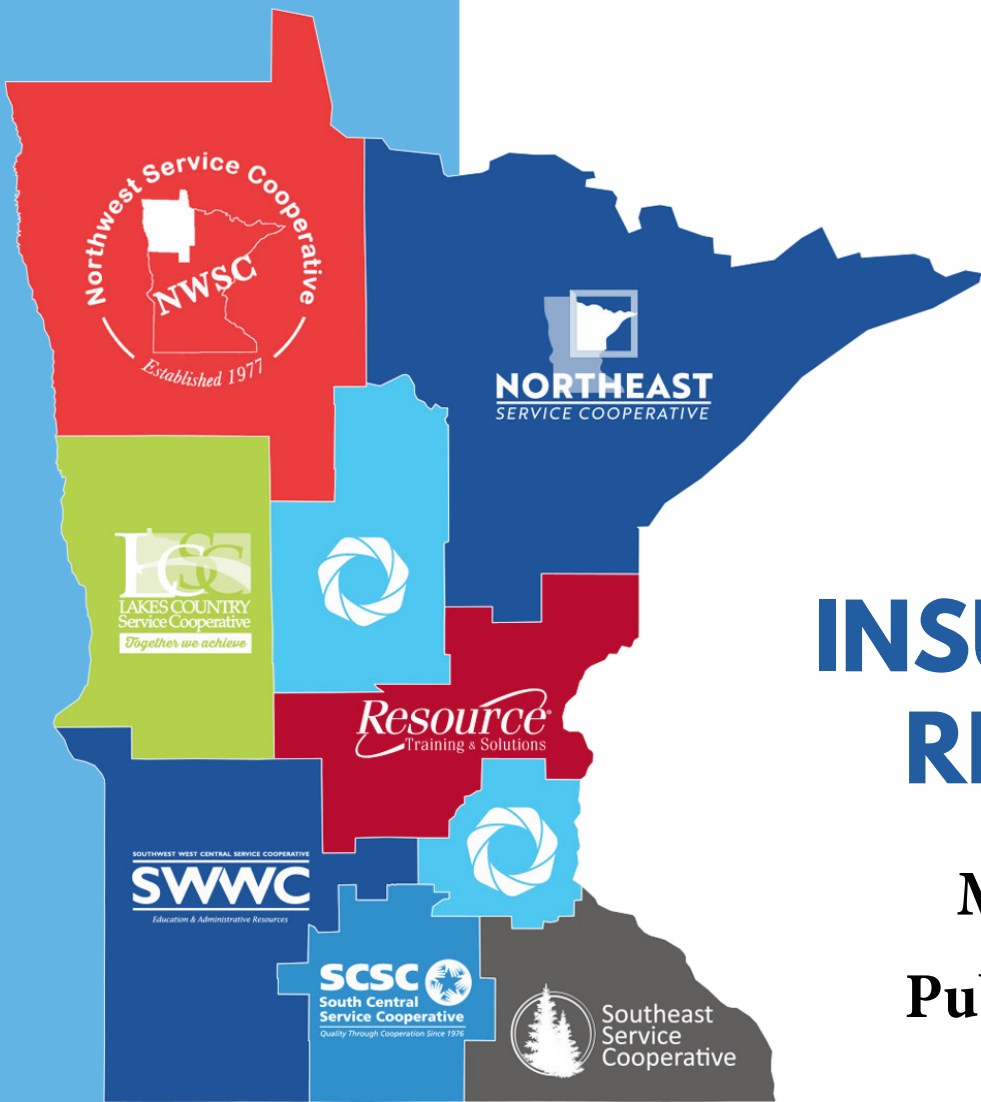
BUSINESS

## 2025-2026 Group Health Insurance Bids

2025-2026 Health Insurance Bids/Rates					
Options Blue 1500-80% [MSI PP MN 1500-25-20%]					
Which Plan	2024-2025 Monthly Cost	Health Partners Monthly	PEIP Monthly	MHC-Medica Monthly [Current]	BCBS Monthly
Single	\$ 1,052.00			\$ 1,122.48	\$ 1,124.60
				6.70%	6.90%
Family	\$ 2,296.50			\$ 2,450.08	\$ 2,454.75
				6.69%	6.89%
Options Blue 5000-100% Plan 850 [MSI PP MN 5000-0% HSA]					
Which Plan	2024-2025 Monthly Cost	Health Partners Monthly	PEIP Monthly	MHC-Medica Monthly [Current]	BCBS Monthly
Single	\$ 830.68			\$ 886.34	\$ 921.41
				6.70%	10.92%
Family	\$ 1,813.18			\$ 1,934.66	\$ 2,011.23
				6.70%	10.92%
Options 6350-100% Minimum Value Plan [MSI PP MN 6350-0% HSA]					
Which Plan	2024-2025 Monthly Cost	Health Partners Monthly	PEIP Monthly	MHC-Medica Monthly [Current]	BCBS Monthly
Single	\$ 770.90	\$ 1,156.02	\$ 858.34	\$ 822.56	\$ 837.03
		49.96%	11.34%	6.70%	8.58%
Family	\$ 1,682.70	\$ 2,523.33	\$ 2,291.74	\$ 1,795.44	\$ 1,827.04
		49.96%	36.19%	6.70%	8.58%
Health Partners: one plan option; \$6,500/0% HSA; no other options bid					
PEIP: one plan option; \$6,500/0% HSA; no other options bid; unsure about 75% participation; 4-year commitment					
MHC-Medica: current plan options; current provider/familiarity; easy 'transition' to 25-26; lowest rates					
BCBS: \$6,500 plan option; similar to existing plan choices; rates are decent					



**Minnesota  
Healthcare  
Consortium**  
Participating Minnesota Service Cooperatives



# 2025 HEALTH INSURANCE RENEWAL

**Minnesota  
Public School**

[www.mnhc.gov](http://www.mnhc.gov)



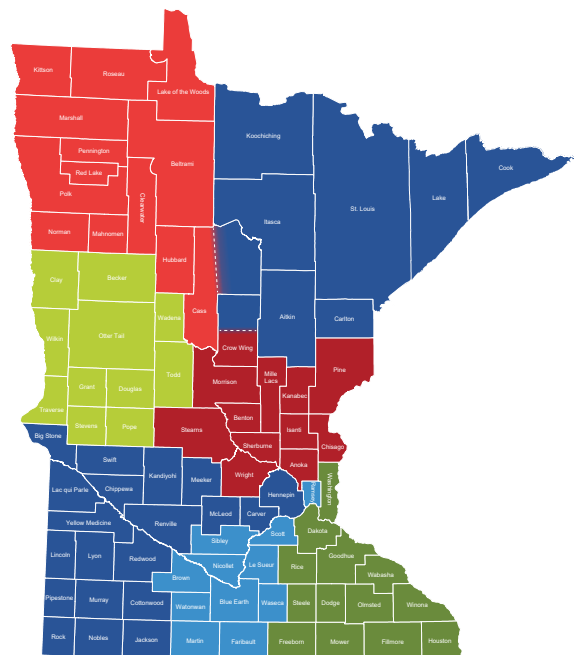
**Health insurance** is a need and providing it can be a challenge for organizations of all sizes. The Minnesota Healthcare Consortium (MHC) is a partner in bringing Minnesota schools, cities and counties the best plans at the best pricing, along with extensive wellness resources to serve the needs of the population.

MHC is the second largest health insurance pool in the state behind the State of Minnesota. We negotiate statewide pricing and create a large, diverse membership that reduces costs for everyone, including taxpayers.

Many insurance programs seek to control costs by limiting access to only select health care providers and pharmacies. MHC believes it is important to maintain access and choice by providing flexible options for groups and employees.

With MHC, enrolled groups may:

- Choose from the broadest provider and pharmacy networks.
- Access a seamless national network for out-of-state claims.
- Access the Mayo Clinic for complex healthcare needs.
- Select from the MHC plan portfolio or establish a more tailored plan to meet the group's needs.



## OUR PARTNERS



### Health Plan Administrator

Rely on MHC and Medica for great service, an extensive network of healthcare providers, and numerous wellness resources designed to empower members to achieve their optimal health.



### Medical Spending Accounts

With MHC and WEX Health, you get a team of knowledgeable experts with extensive years of public sector experience. That experience helps guide members in managing their money for current and future medical expenses.



### Vision Care

VSP provides a range of options, including voluntary and employer-sponsored plans. Employers have the flexibility to select either a comprehensive plan covering examination services or a materials-only plan.



## Group Leader Information

### Reminders

- **The Medicare Part D Credible Coverage** – notification will be mailed to all members annually. This is a task group leaders no longer need to complete as it will be managed by our medical carrier.
- **PCORI** – fees are paid by your organization. MHC will send data annually in June for the report due by July 31.
- **IRS deductible indexing** – Annually the IRS adjusts the minimum and maximum annual deductible and other out-of-pocket expenses for high deductible health plans. If you have the minimum or maximum plan MHC will automatically make the adjustment to remain in compliance with the IRS.
- **Filing 1094 and 1095s** - 26 CFR § 301.6011-2(b) and (c) was amended to provide that electronic filing of Forms 1094-1095 is required if the employer files 10 or more forms. Click here for more information: [Electronic-Filing Requirements for Specified Returns and Other Documents](#)

### Medica Self Insured (MSI) Administrative Changes

- See attachment for benefit/language change grid. Your service cooperative insurance consultant will review these updates with you after renewal.

### Enrollment Platform

Businessolver (formerly Capstone) continues as your platform for enrollment & billing. If contact information for your office needs to be updated, please fill out the [BenefitSolver Access Form](#) and send it to contact your service cooperative consultant and Jody at Businessolver.

### Plan Documents

- A group leader's signature is required on the plan documents when plan changes are made. Updated Summary Plan Documents (SPDs) will be available on the Medica Portal for each member once signed.
- Updated Summary of Benefits and Coverage (SBC) will be produced after the signed confirmation is returned. Your plans with MHC are custom built, so the SBCs generally take 10-15 business days to produce.

### Open Enrollment

- Regional Service Cooperative staff are available to meet with you and/or present to your staff.
- We have materials for you to share with staff related to the new programs available through our partnership with Medica.
- A [pre-enrollment site](#) is available to staff to find information regarding network options, preventative Rx and formulary.

Regional Service Cooperative	Medica	BenefitSolver Enrollment & Billing portal
<b>Colleen Schumann</b> Insurance Account Manager <a href="mailto:cschumann@mnhc.gov">cschumann@mnhc.gov</a> Phone: 320-910-7293 Website: <a href="http://mnhc.gov">mnhc.gov</a>	<b>Mike Mosiman</b> Strategic Account Manager <a href="mailto:michael.mosiman@medica.com">michael.mosiman@medica.com</a> Phone: 612-770-7039 Website: <a href="https://www.medica.com/">https://www.medica.com/</a> Group Leader Service Center 1 (800)-936-6880 Email: <a href="mailto:MedicaServiceCenter@Medica.com">MedicaServiceCenter@Medica.com</a>	<b>Jody Cox</b> Account Manager <a href="mailto:jcox@businessolver.com">jcox@businessolver.com</a> (317) 793-2916 Website: <a href="http://www.benefitsolver.com">www.benefitsolver.com</a> Email: <a href="mailto:MHC@capstonebenefits.com">MHC@capstonebenefits.com</a>



## Terms and Conditions

1. Your Regional Service Cooperative's medical & pharmacy benefits program is administered by Medica. Medica also underwrites the specific and aggregate stop loss insurance and provides customer service and account management support. The Minnesota Healthcare Consortium, of which your Regional Service Cooperative is a member, also self-insures a layer of stop loss combined with other participating service cooperatives in a statewide pooling arrangement.
2. The rates are contingent on being the only health plan(s) that you offer.
3. The rates are based on the benefit description and expected enrollment shown for each plan. If you request different benefits, or if your actual enrollment varies from expected enrollment listed by more than 10%, we reserve the right to make changes to the rates.
4. At least 50% of the total number of all eligible employees must enroll in the program for coverage to be offered to your group.
5. The employer must contribute at least 50% of the cost of the lowest priced health plan offered to your employees.
6. Rates included are guaranteed for 12 months beginning on **July 1, 2025** contingent on becoming a member of the service cooperative.
7. Rates and plans are compliant with state and Federal regulations, including ACA.
8. Cash in lieu of benefits are not recommended. Please discuss variations with the Service Cooperative.
9. Your quoted rates may include commission as indicated on your renewal confirmation page.
10. MHC utilizes Benefitsolver to manage Medica enrollment. Review your bill each month to confirm changes made are reflected. It's especially important to review after open enrollment and at the beginning of the plan year. Retroactive terminations are limited to 60 days. Qualifying life event changes need to be entered within 30 days of the event.
11. Your account will continue to be serviced locally by your Regional Service Cooperative and Medica.
12. The Regional Service Cooperative collects premiums in full from members via ACH on a monthly basis.

For questions, please contact your Regional Service Cooperative representative.



## Renewal Checklist

Here is a guide to the forms to submit and steps that need to take place:

1. ☐ **Renewal**
  - a. Rate Confirmation Page: Be sure to check yes or no next to the plans your group is choosing.
  - b. Buy-up programs: If you are adding any additional programs to your renewal this year indicate that to your MHC contact.
  - c. Benefitsolver: If you have any changes or additions to your benefit team request an updated [admin access form](#).
  - d. Sign all documents and email them to your MHC contact by May 2, 2025
  - e. Updated Summary of Benefits and Coverage (SBC) will be produced after the renewal is signed. These documents are custom made and generally take 10-15 business days to produce.
2. ☐ **Open Enrollment:** Hold an Open Enrollment meeting with your staff to educate them on their plan choices for the year – Ideally between May 12-23, 2025
3. ☐ **Employee Plan Changes:** Enter the employee plan changes into the Benefitsolver system by June 2, 2025.

# MINNEOTA PUBLIC SCHOOL



Request For Proposals - Group Insurance Coverage  
Effective Date: 7/1/2025

## Section 1:

	Rate Tier	Assumed # of Contracts	MHC Proposed Rates (with commissions)	MHC Proposed Rates (w/o commissions)	Brief Description / Group Number(s)
Plan 1	Single	2	\$1,122.48	\$1,122.48	MSI PP MN 1500-25-20%
	Family	1	\$2,450.08	\$2,450.08	43753
Plan 2	Single	5	\$886.34	\$886.34	MSI PP MN 5000-0% HSA
	Family	6	\$1,934.66	\$1,934.66	43754
Plan 3	Single	8	\$822.56	\$822.56	MSI PP MN 6350-0% HSA
	Family	5	\$1,795.44	\$1,795.44	43755

Total Contracts:	27
Total Annual Premium:	\$435,509
Premium PCPM (per contract/mo):	\$1,344.16
Total Annual Commissions:	\$0
Total Commissions PCPM:	\$0.00
Total Annual Premium (no commissions):	\$435,509
Premium PCPM (no commissions):	\$1,344.16

## Section 2:

Brief Plan Description - NOTE: SBC or benefit book required for all quoted plans.

	Plan 1	Plan 2	Plan 3	
Does Plan Match Current Benefit (Y or N)	Y	Y	Y	
Plan Type	PPO	PPO	PPO	
Plan Minimum Value (MV)	0.837	0.648	0.600	
Network Name	PP	PP	PP	
Network Description (Broad or Narrow)	Broad	Broad	Broad	
Primary Care Model (Y or N)	N	N	N	
Multiple Tiers Within Network	NA	NA	NA	
Note Number of Tiers and Deductible Range	NA	NA	NA	
HSA/VEBA Account	NA	HSA	HSA	
INN Single Deductible	\$1,500	\$5,000	\$6,350	
INN Family Deductible	\$3,000	\$10,000	\$12,700	
Embedded Deductible (Y or N)	Embedded	Embedded	Embedded	
4th Quarter Deductible Carryover Included (Y or N)	N	N	N	
Coinurance %	20%	0%	0%	
Office Visit Copay Amount	\$25	NA	NA	
INN Single Out of Pocket Limit	\$3,000	\$5,000	\$6,350	
INN Family Out of Pocket Limit	\$6,000	\$10,000	\$12,700	
Pharmacy included in OOP Limit (Y or N)	Y	Y	Y	
Pharmacy Separate Out of Pocket Limit (Y or N)	N	N	N	
Pharmacy Network Name	Medica Comp Ntwk	Medica Comp Ntwk	Medica Comp Ntwk	
Pharmacy Network (Broad or Narrow)	Broad	Broad	Broad	
Pharmacy List (Open or Closed)	Open	Open	Open	
Pharmacy List (Broad or Narrow)	Broad	Broad	Broad	
Pharmacy Separate Deductible (Y or N)	N	N	N	
Pharmacy Separate Copay Generic	\$10	NA	NA	
Pharmacy Separate Copay Preferred Brand	\$40	NA	NA	
Pharmacy Separate Copay Non-Preferred Brand	\$70	NA	NA	
Pharmacy Separate Copay Specialty	See SBC for Details	See SBC for Details	See SBC for Details	

**\*Note:** MV calculations for HSA/HRA plans assume no annual employer contributions. If employer does contribute to employee HSA/HRA accounts the MV values will be higher.



# MHC Statewide Pool Renewal for: MINNEOTA PUBLIC SCHOOL

7/1/2025

Plan	Description	Coverage	Contracts *	Current rates	RATES EFFECTIVE 7/1/2025	Plan adj. %	Elect this plan? Yes/No
1	MSI PP MN 1500-25-20%	Single	2	\$1,052.00	\$1,122.48	6.70%	<input type="checkbox"/>
		Family	1	\$2,296.24	\$2,450.08	6.70%	
2	MSI PP MN 5000-0% HSA	Single	5	\$830.68	\$886.34	6.70%	<input type="checkbox"/>
		Family	6	\$1,813.18	\$1,934.66	6.70%	
3	MSI PP MN 6350-0% HSA	Single	8	\$770.90	\$822.56	6.70%	<input type="checkbox"/>
		Family	5	\$1,682.70	\$1,795.44	6.70%	

*Based on the group's most recent enrollment data. Rates are guaranteed for one year from 7/1/2025 through 6/30/2026.		<u>Current</u>	<u>Renewal</u>
	Projected Monthly Premium *	\$34,013	\$36,292
	Projected Annual Premium *	\$408,161	\$435,509
	Projected Renewal % Change *		6.70%

## IMPORTANT RENEWAL CONFIRMATION INSTRUCTIONS

Your current plans are subject to auto-renewal 60-days prior to the effective date if the signed confirmation is not received or if you haven't communicated a different intent.

Please verify broker fees, commissions and information listed below that apply to your policy.

### Alternative Plans (if applicable)

Attach plan summaries and rates for alternative plans. Check "no" above for any current plan or plans that are being replaced or discontinued.

Broker commissions included? \$0.00 per contract/mo 0.0% of total plan premium

Broker Name: MHC Direct Brokerage Agency: \_\_\_\_\_ Broker tel: \_\_\_\_\_

Broker Email: \_\_\_\_\_ Broker MN Life and Health License # \_\_\_\_\_

Rate confirmation approved by: \_\_\_\_\_

Print name: \_\_\_\_\_  
for: MINNEOTA PUBLIC SCHOOL

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Health Plan Descriptions	MINNEOTA PUBLIC SCHOOL	Effective: 7/1/2025
Plan 1: MSI PP MN 1500-25-20%	\$1500/3000 Ded, \$25, 80/20% Coins, \$3000/6000 OOP, \$10/40/70 with Prev Rx, (OON: \$3500/7000, 40%, \$10500/21000) Embedded	
Plan 2: MSI PP MN 5000-0% HSA	\$5000/10000 Ded, 100/0% Coins, \$5000/10000 OOP, Ded/Coins No Prev Rx, (OON: \$5000/10000, 0%, \$5000/10000) DED/OOP Comb INN & OON Embedded	
Plan 3: MSI PP MN 6350-0% HSA	\$6350/12700 Ded, 100/0% Coins, \$6350/12700 OOP, Ded/Coins No Prev Rx, (OON: \$8250/16500, 20%, \$10000/20000) Embedded	

## FOR MHC INTERNAL USE ONLY

Underwriting approval: \_\_\_\_\_ Date: \_\_\_\_\_

Financial approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:** HITA Bid: Present MHC HITA Exhibit as page one in the renewal response; Health Plan Rate Confirmation Page is page two.



**Health Plan Rate Confirmation for:**  
**Effective: 7/1/2025**

**MINNEOTA PUBLIC SCHOOL**

**MHC PREFERRED PORTFOLIO**

**Please submit plan design requests to UW Committee**

			<b>Passport</b>	<b>Elect</b>	<b>PNF</b>	<b>RCN</b>	<b>VPL</b>	<b>CLV</b>
<b>MHC 100</b>	MSI PP MN 500-40/75-20% MV: 0.837	Single	\$1,165.04	\$1,019.42	\$990.28	\$990.28	\$990.28	\$932.04
		Family	\$2,542.98	\$2,225.12	\$2,161.54	\$2,161.54	\$2,161.54	\$2,034.38
<b>MHC 106</b>	MSI PP MN 1000-40/75-20% MV: 0.828	Single	\$1,152.70	\$1,008.60	\$979.78	\$979.78	\$979.78	\$922.16
		Family	\$2,516.02	\$2,201.52	\$2,138.62	\$2,138.62	\$2,138.62	\$2,012.82
<b>MHC 112</b>	MSI PP MN 1500-40/75-20% MV: 0.800	Single	\$1,097.08	\$959.94	\$932.52	\$932.52	\$932.52	\$877.66
		Family	\$2,394.64	\$2,095.32	\$2,035.46	\$2,035.46	\$2,035.46	\$1,915.72
<b>MHC 118</b>	MSI PP MN 2000-50/100-20% MV: 0.754	Single	\$1,042.10	\$911.84	\$885.78	\$885.78	\$885.78	\$833.68
		Family	\$2,274.62	\$1,990.28	\$1,933.42	\$1,933.42	\$1,933.42	\$1,819.70
<b>MHC 124</b>	MSI PP MN 2500-50/100-20% MV: 0.732	Single	\$1,004.10	\$878.58	\$853.48	\$853.48	\$853.48	\$803.28
		Family	\$2,191.70	\$1,917.72	\$1,862.94	\$1,862.94	\$1,862.94	\$1,753.36
<b>MHC 130</b>	MSI PP MN 3000-50/100-20% MV: 0.714	Single	\$972.00	\$850.50	\$826.20	\$826.20	\$826.20	\$777.60
		Family	\$2,121.62	\$1,856.42	\$1,803.38	\$1,803.38	\$1,803.38	\$1,697.30
<b>MHC 200</b>	MSI PP MN 1500-50/100-0% MV: 0.822	Single	\$1,200.46	\$1,050.40	\$1,020.40	\$1,020.40	\$1,020.40	\$960.38
		Family	\$2,620.30	\$2,292.76	\$2,227.26	\$2,227.26	\$2,227.26	\$2,096.24
<b>MHC 206</b>	MSI PP MN 2000-50/100-0% MV: 0.807	Single	\$1,164.32	\$1,018.78	\$989.68	\$989.68	\$989.68	\$931.46
		Family	\$2,541.42	\$2,223.74	\$2,160.20	\$2,160.20	\$2,160.20	\$2,033.14
<b>MHC 212</b>	MSI PP MN 2500-50/100-0% MV: 0.794	Single	\$1,133.08	\$991.44	\$963.12	\$963.12	\$963.12	\$906.46
		Family	\$2,473.22	\$2,164.06	\$2,102.24	\$2,102.24	\$2,102.24	\$1,978.58
<b>MHC 218</b>	MSI PP MN 3000-50/100-0% MV: 0.779	Single	\$1,105.48	\$967.30	\$939.66	\$939.66	\$939.66	\$884.38
		Family	\$2,412.96	\$2,111.34	\$2,051.02	\$2,051.02	\$2,051.02	\$1,930.36
<b>MHC 300</b>	MSI PP MN 3300-20% HSA MV: 0.656	Single	\$920.42	\$805.36	\$782.36	\$782.36	\$782.36	\$736.34
		Family	\$2,009.04	\$1,757.90	\$1,707.68	\$1,707.68	\$1,707.68	\$1,607.22
<b>MHC 306</b>	MSI PP MN 3300-20% HSA MV: 0.656	Single	\$870.16	\$761.40	\$739.64	\$739.64	\$739.64	\$696.14
		Family	\$1,899.34	\$1,661.92	\$1,614.44	\$1,614.44	\$1,614.44	\$1,519.48
<b>MHC 312</b>	MSI PP MN 3500-20% HSA MV: 0.645	Single	\$855.40	\$748.46	\$727.08	\$727.08	\$727.08	\$684.32
		Family	\$1,867.10	\$1,633.70	\$1,587.02	\$1,587.02	\$1,587.02	\$1,493.68
<b>MHC 318</b>	MSI PP MN 4000-20% HSA MV: 0.629	Single	\$838.34	\$733.54	\$712.58	\$712.58	\$712.58	\$670.66
		Family	\$1,829.86	\$1,601.12	\$1,555.38	\$1,555.38	\$1,555.38	\$1,463.88
<b>MHC 324</b>	MSI PP MN 5000-20% HSA MV: 0.604	Single	\$816.44	\$714.38	\$693.98	\$693.98	\$693.98	\$653.16
		Family	\$1,782.08	\$1,559.32	\$1,514.76	\$1,514.76	\$1,514.76	\$1,425.66
<b>MHC 330</b>	MSI PP MN 6000-20% HSA MV: 0.588	Single	\$805.98	\$705.24	\$685.08	\$685.08	\$685.08	\$644.78
		Family	\$1,759.24	\$1,539.34	\$1,495.36	\$1,495.36	\$1,495.36	\$1,407.40

MHC 400	MSI PP MN 1650-0% HSA MV: 0.832	Single	\$1,122.86	\$982.50	\$954.42	\$954.42	\$954.42	\$898.28
		Family	\$2,450.90	\$2,144.54	\$2,083.26	\$2,083.26	\$2,083.26	\$1,960.72
MHC 406	MSI PP MN 2000-0% HSA MV: 0.806	Single	\$1,088.78	\$952.68	\$925.46	\$925.46	\$925.46	\$871.02
		Family	\$2,376.50	\$2,079.44	\$2,020.04	\$2,020.04	\$2,020.04	\$1,901.20
MHC 412	MSI PP MN 2500-0% HSA MV: 0.772	Single	\$1,044.32	\$913.78	\$887.68	\$887.68	\$887.68	\$835.46
		Family	\$2,279.48	\$1,994.54	\$1,937.56	\$1,937.56	\$1,937.56	\$1,823.58
MHC 418	MSI PP MN 3000-0% HSA MV: 0.742	Single	\$1,005.96	\$880.22	\$855.08	\$855.08	\$855.08	\$804.78
		Family	\$2,195.76	\$1,921.30	\$1,866.40	\$1,866.40	\$1,866.40	\$1,756.60
MHC 424	MSI PP MN 3300-0% HSA MV: 0.726	Single	\$995.06	\$870.68	\$845.80	\$845.80	\$845.80	\$796.04
		Family	\$2,171.96	\$1,900.46	\$1,846.16	\$1,846.16	\$1,846.16	\$1,737.56
MHC 430	MSI PP MN 3500-0% HSA MV: 0.715	Single	\$982.00	\$859.24	\$834.70	\$834.70	\$834.70	\$785.60
		Family	\$2,143.44	\$1,875.50	\$1,821.92	\$1,821.92	\$1,821.92	\$1,714.74
MHC 436	MSI PP MN 4000-0% HSA MV: 0.691	Single	\$951.34	\$832.42	\$808.64	\$808.64	\$808.64	\$761.08
		Family	\$2,076.52	\$1,816.96	\$1,765.04	\$1,765.04	\$1,765.04	\$1,661.22
MHC 442	MSI PP MN 4500-0% HSA MV: 0.669	Single	\$923.44	\$808.00	\$784.92	\$784.92	\$784.92	\$738.74
		Family	\$2,015.62	\$1,763.66	\$1,713.26	\$1,713.26	\$1,713.26	\$1,612.48
MHC 448	MSI PP MN 5000-0% HSA MV: 0.648	Single	\$897.86	\$785.64	\$763.18	\$763.18	\$763.18	\$718.30
		Family	\$1,959.80	\$1,714.82	\$1,665.84	\$1,665.84	\$1,665.84	\$1,567.84
MHC 454	MSI PP MN 6000-0% HSA MV: 0.612	Single	\$852.22	\$745.70	\$724.40	\$724.40	\$724.40	\$681.78
		Family	\$1,860.18	\$1,627.66	\$1,581.16	\$1,581.16	\$1,581.16	\$1,488.14
MHC 460	MSI PP MN 6500-0% HSA MV: N/A below .60	Single	\$828.68	\$725.08	\$704.38	\$704.38	\$704.38	\$662.94
		Family	\$1,808.78	\$1,582.68	\$1,537.46	\$1,537.46	\$1,537.46	\$1,447.02
MHC 466	MSI PP MN 7000-0% HSA MV: N/A below .60	Single	\$809.66	\$708.46	\$688.22	\$688.22	\$688.22	\$647.72
		Family	\$1,767.28	\$1,546.36	\$1,502.18	\$1,502.18	\$1,502.18	\$1,413.82
MHC 470	MSI PP MN 7500-0% HSA MV: N/A below .60	Single	\$792.42	\$693.38	\$673.56	\$673.56	\$673.56	\$633.94
		Family	\$1,729.66	\$1,513.44	\$1,470.20	\$1,470.20	\$1,470.20	\$1,383.72
MHC 476	MSI PP MN 8300-0% HSA MV: N/A below .60	Single	\$765.06	\$669.42	\$650.30	\$650.30	\$650.30	\$612.04
		Family	\$1,669.92	\$1,461.18	\$1,419.44	\$1,419.44	\$1,419.44	\$1,335.94

## MHC Preferred Plan Descriptions

MHC 100: \$500/1000 Ded, \$40/75, 80/20% Coins, \$2000/4000 OOP, \$10/40/75 No Prev Rx, (OON: \$5000/10000, 50%, \$7500/15000) Embedded
MHC 106: \$1000/2000 Ded, \$40/75, 80/20% Coins, \$2000/4000 OOP, \$10/40/75 No Prev Rx, (OON: \$5000/10000, 50%, \$7500/15000) Embedded
MHC 112: \$1500/3000 Ded, \$40/75, 80/20% Coins, \$3000/6000 OOP, \$10/40/75 No Prev Rx, (OON: \$5000/10000, 50%, \$7500/15000) Embedded
MHC 118: \$2000/4000 Ded, \$50/100, 80/20% Coins, \$4000/8000 OOP, \$10/40/75 No Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 124: \$2500/5000 Ded, \$50/100, 80/20% Coins, \$5000/10000 OOP, \$10/40/75 No Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 130: \$3000/6000 Ded, \$50/100, 80/20% Coins, \$6000/12000 OOP, \$10/40/75 No Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 200: \$1500/3000 Ded, \$50/100, 100/0% Coins, \$1500/3000 OOP, \$10/40/75 No Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 206: \$2000/4000 Ded, \$50/100, 100/0% Coins, \$2000/4000 OOP, \$10/40/75 No Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 212: \$2500/5000 Ded, \$50/100, 100/0% Coins, \$2500/5000 OOP, \$10/40/75 No Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 218: \$3000/6000 Ded, \$50/100, 100/0% Coins, \$3000/6000 OOP, \$10/40/75 No Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 300: \$3300/6600 Ded, 80/20% Coins, \$4600/9200 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 306: \$3300/6600 Ded, 80/20% Coins, \$6500/13000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 312: \$3500/7000 Ded, 80/20% Coins, \$7000/14000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 318: \$4000/8000 Ded, 80/20% Coins, \$7000/14000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 324: \$5000/10000 Ded, 80/20% Coins, \$7000/14000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 330: \$6000/12000 Ded, 80/20% Coins, \$7000/14000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Embedded
MHC 400: \$1650/3300 Ded, 100/0% Coins, \$1650/3300 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000) Non-Embedded

MHC 406:	\$2000/4000 Ded, 100/0% Coins, \$2000/4000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000)	Non-Embedded
MHC 412:	\$2500/5000 Ded, 100/0% Coins, \$2500/5000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000)	Non-Embedded
MHC 418:	\$3000/6000 Ded, 100/0% Coins, \$3000/6000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000)	Non-Embedded
MHC 424:	\$3300/6600 Ded, 100/0% Coins, \$3300/6600 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000)	Embedded
MHC 430:	\$3500/7000 Ded, 100/0% Coins, \$3500/7000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000)	Embedded
MHC 436:	\$4000/8000 Ded, 100/0% Coins, \$4000/8000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000)	Embedded
MHC 442:	\$4500/9000 Ded, 100/0% Coins, \$4500/9000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000)	Embedded
MHC 448:	\$5000/10000 Ded, 100/0% Coins, \$5000/10000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000)	Embedded
MHC 454:	\$6000/12000 Ded, 100/0% Coins, \$6000/12000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000)	Embedded
MHC 460:	\$6500/13000 Ded, 100/0% Coins, \$6500/13000 OOP, Ded/Coins with Prev Rx, (OON: \$10000/20000, 50%, \$15000/29000)	Embedded
MHC 466:	\$7000/14000 Ded, 100/0% Coins, \$7000/14000 OOP, Ded/Coins with Prev Rx, (OON: \$10500/21000, 50%, \$15750/29000)	Embedded
MHC 470:	\$7500/15000 Ded, 100/0% Coins, \$7500/15000 OOP, Ded/Coins with Prev Rx, (OON: \$11250/22500, 50%, \$17000/29000)	Embedded
MHC 476:	\$8300/16600 Ded, 100/0% Coins, \$8300/16600 OOP, Ded/Coins with Prev Rx, (OON: \$12500/25000, 50%, \$18750/29000)	Embedded

### **MHC Preferred Plan Notes:**

- 1.) All of the above benefit descriptions are benefit outlines only. The details of benefit coverage are provided by the Plan Document applicable to each plan. In case of differences, the Plan Document applies.
- 2.) HSA-eligible plans will be indexed each year per IRS regulations.
- 3.) For a plan to be implemented, it must have a minimum of 1 enrollee. Final rates subject to approval once plan(s) have been selected.
- 4.) The above plan benefit schedules apply to all network options. Refer to the Plan Document for network benefit provisions.
- 5.) Preventative care is provided in-network at 100%, with no deductible or coinsurance. Preventative care coverage details are provided in the Plan Document.
- 6.) Preventative Rx refers to the list of drugs permitted to be covered at 100% and not subject to the deductible under HSA-qualified High Deductible Health Plans. See the Preventative Drug List for details.
- 7.) The lower copays for virtual care listed above under the copay plans apply only to Amwell and Virtuwell.

*Submit alternative Portfolio Plan requests to your MHC Representative. Once approved, an updated confirmation sheet will be provided to finalize the plan selections.*

# Wellness Programs

Your Minnesota Healthcare Consortium health plan includes resources to help you and your employees stay healthy and get support – at no extra cost to employees.

PROGRAM	RESOURCES
<b>Medica CallLink®</b>	<b>Trusted answers day or night.</b> Get 24-hour health support from advisors and nurses. Call <b>1 (800) 962-9497</b> (TTY: 711).
<b>My Health Rewards by Medica®</b>	<p><b>Get inspired to make positive changes.</b> Complete activities personalized just for you and earn rewards. Employees can earn up to \$345 in rewards per year and spouse and dependents can earn up to \$225 in rewards per year.</p> <p><i>Employees:</i></p> <ul style="list-style-type: none"> <li>• Download the free Personify Health app from the App Store or Google Play.</li> <li>• Open the app, choose <i>Create Account</i>, and search for and choose <i>Minnesota Healthcare Consortium</i> on the sponsor organization list.</li> <li>• Or go to <a href="https://Medica.com/MHC">Medica.com/MHC</a> to create your account online.</li> </ul> <p><i>Spouses and dependents ages 18+:</i></p> <ul style="list-style-type: none"> <li>• Download the free Personify Health app from the App Store or Google Play.</li> <li>• Open the app, choose <i>Create Account</i>, and search for <i>Medica</i> on the sponsor organization list. Then choose <i>Medica My Health Rewards</i>.</li> <li>• Or go to <a href="https://Medica.com/MHC">Medica.com/MHC</a> to create your account online.</li> </ul>
<b>Omada</b>	<p><b>Personalized support to reach your health goals.</b> Omada’s digital health programs give you the tools and support you need. Learn more at <a href="https://OmadaHealth.com/MHC">OmadaHealth.com/MHC</a>.</p> <ul style="list-style-type: none"> <li>• <b>Omada for Prevention</b> helps you make small changes to lose weight and reduce your risk for diabetes and heart disease.</li> <li>• <b>Omada for Diabetes</b> provides personalized coaching and digital tools to help you improve your blood glucose control.</li> <li>• <b>Omada for Joint &amp; Muscle Health</b> helps you build muscle to prevent aches and pains, and connects you with a licensed physical therapist to help treat current muscle or joint pain, all on your mobile device and schedule. <i>(Available to members enrolled in a Medica Choice® Passport plan).</i></li> </ul>
<b>Ovia Health</b>	<b>Support for your parenthood journey.</b> Ovia Health guides you through your pregnancy, parenting, and reproductive health journey. Get clinically-backed content and unlimited support from Ovia’s team of health coaches, registered nurses, and certified nurse midwives within Ovia Health’s three apps: Ovia (for reproductive health), Ovia Pregnancy, and Ovia Parenting. Download the Ovia app that’s right for you for free from the App Store or Google Play. Enter your health plan information to access all the unique tools and features.
<b>Self Care by AbleTo</b>	<b>On demand help for stress and emotional well-being.</b> Access self-care techniques, coping tools, meditations, sleep tracking, and more at no additional cost to you — anytime, anywhere with Self Care by AbleTo. To get started, visit <a href="https://AbleTo.com/Begin">AbleTo.com/Begin</a> and enter "Medica" when asked for your access code. After you register, download the AbleTo app.



## Buy-up Programs

### AVAILABLE FOR AN ADDITIONAL FEE

MHC is a partner in bringing Minnesota schools, cities and counties the best health plans at the best pricing, along with extensive partner resources to serve the needs of the population.

**Medical Spending Accounts** WEX, one of the nation's largest and highest-quality Medical Spending Account Administrators, to deliver top-tier HSA, VEBA, and FSA administration services. WEX offers a robust system tailored to the needs of MHC clients, capable of accommodating simple to complex plan designs. [Learn more](#)

**Healthiestyou by TelaDoc** Access doctors and therapists by phone, web, or app, including programs for 24/7 virtual doctor visits, back care, dermatology, counseling and nutrition. [Learn more](#)

**VSP Vision Care** Taking care of your eyes is easy with Minnesota Healthcare Consortium and VSP® Vision Care. VSP Vision Care offers both voluntary and employer paid plans. Employers can choose from a full-service plan that includes exam services benefits or a materials-only plan. [Learn more](#)

**Medicare Plans for Public Employers** Minnesota Healthcare Consortium (MHC) is excited to offer its Medicare eligible retirees and their eligible spouse an exclusive group Medicare plan that provides comprehensive medical coverage plus dental, vision and hearing benefits. There is no minimum participation requirement for the group to add this plan. [Learn more](#)

**Medica Invest** Whether you want to eat healthier, sleep more, stress less, or get fit, My Health Rewards Invest is an online tool that helps you take small steps to reach your health goals. When you meet three wellness goals for sleep, activity, and nutrition, you'll get rewarded! Each month, you can earn up to \$75, deposited quarterly into your health savings account. [Learn more](#)

**Employee Assistance Program** The Medica® Optum® Employee Assistance Program (EAP) is here for you through life's challenges. You can get answers and resources to tackle the tough issues you and your family face. Get 24/7 support from trained professionals at no extra cost. Your call and conversations with EAP specialists are kept confidential, in accordance with the law. [Learn more](#)

# Support resources

## Minnesota Healthcare Consortium

### Resources for Group Leaders and Employees

#### Resources for Group Leaders

##### Medica Employer Service Center

The Medica Employer Service Center is the place to call when you have questions about benefits, claims and more as a Group Leader. Our team of senior-level professionals has the training, knowledge and resources to quickly:

- Clarify benefit information.
- Check claims and provider status.
- Order new ID cards and other materials.
- Get questions answered about the Medica member website.

Call the Employer Service Center at **1 (800) 936-6880**. We're available 8 a.m. - 5 p.m. CST Monday, Tuesday, Wednesday and Friday. And 9 a.m. - 5 p.m. on Thursdays. Or email

[MedicaServiceCenter@Medica.com](mailto:MedicaServiceCenter@Medica.com).

##### Businessolver (formerly Capstone)

Businessolver can help with membership eligibility and enrollment questions, billing issues, demographic corrections and reset administrator passwords for Benefitsolver. Call **1 (800) 558-6206** or email

[MHC@CapstoneBenefits.com](mailto:MHC@CapstoneBenefits.com).

##### Benefitsolver Portal

Access your employer monthly invoice on your Benefitsolver portal. View reports including: employee census, new hires, cobra qualifying events, address changes, employee termination, and many more.

Visit [Benefitsolver.com](https://Benefitsolver.com).

#### Resources for Employees

##### Medica Customer Service

When your employees have questions about their health plan benefits, we're here to help. Employees can call Customer Service to get answers to their questions:

- Is my doctor in the network?
- Do I have a copay? A deductible? Coinsurance?
- Has my claim been paid?
- How much will my prescription cost?
- What health and wellness programs are available?

Call Customer Service at **1-877-347-0282** (TTY: **711**). We're available 7 a.m.- 8 p.m. Monday - Friday and 9 a.m.-3 p.m. on Saturdays.

# Support resources

## Minnesota Healthcare Consortium

### Medica CallLink for 24/7 nurse support

Medica CallLink connects employees with trusted advisors and nurses to get the health answers they need—at no extra cost.

- Learn more about a diagnosis.
- Decide what care will meet your needs.
- Understand symptoms and treatment options.
- Find a doctor or hospital and make an appointment.

Talk with an advisor or nurse, 24/7 at **1 (800) 962-9497** (TTY: **711**).

### Medica member website

The Medica member website is your employees' one-stop resource for all kinds of information to help them manage their health plan benefits and improve their health:

- Order ID cards.
- Find out what their plan covers.
- Track claims.
- Find a health care provider.
- See what drugs are covered.
- Learn about health and wellness programs.

It only takes a few minutes to register. Employees can go to [Medica.com/SignIn](https://www.Medica.com/SignIn) and follow the instructions to create their account and access their plan information.

### My Health Rewards by Medica® support

Have questions about the My Health Rewards by Medica program? Get help with registration, sync your fitness tracker & apps, and more. Call Virgin Pulse Member Services at **1 (833) 450-4074**. We're available 7 a.m.-8 p.m. CST Monday-Friday. Or email [Medica.Support@VirginPulse.com](mailto:Medica.Support@VirginPulse.com).

# MEDICA SELF-INSURED (MSI)

## PLAN DOCUMENT, BENEFIT AND ADMINISTRATIVE CHANGES FOR 2025

### MINNESOTA HEALTHCARE CONSORTIUM (MHC)

Medica reviews plan benefits annually to make sure they are competitive with local and national trends, meet market standards and comply with regulatory requirements. Updates to benefits and clarification of plan language is made in accordance with this review.

These changes will be included in your new Plan Document(s) as applicable for your renewal. Note that the plans listed below represent all plans offered by MHC. **Updates will be applied to the specific benefits covered by your organization's plans if applicable.**

Please Note: Information provided in this change grid is accurate as of publication date. Changes reflecting regulatory requirements due to new legislation, Medica policy updates, or other revisions may occur at any time with an updated version provided.

## THESE BENEFIT/LANGUAGE CLARIFICATIONS WILL BE INCORPORATED AT RENEWAL

DESCRIPTION	CURRENT COVERAGE	COVERAGE CHANGE
<p><b><u>2025 HDHP HSA Updates</u></b></p> <p><i>Section(s) impacted: What's Covered and How Much Will I Pay</i></p> <p><b>APPLIES TO HSA PLANS</b></p> <p><b>Note: Limitation amounts will be adjusted for plans that also have 4th quarter carryover. Refer to your renewal confirmation for final deductible and out-of-pocket totals</b></p>	<p>Following Internal Revenue Service (IRS) high deductible health plan (HDHP) limitations for 2024.</p>	<p>The Internal Revenue Service (IRS) made the following updates to high deductible health plan (HDHP) limitations for 2025:</p> <p>Deductible – Embedded Single: \$3,300 - \$8,300 Family: \$3,300 - \$16,600</p> <p>Deductible – Non-embedded Single: \$1,650 - \$8,300 Family: \$3,300 - 9,200</p> <p>Out-of-pocket maximum – Embedded Single: \$3,300 - \$8,300 Family: \$3,300 - \$16,600</p> <p>Out-of-pocket maximum – Non-embedded Single: \$1,650 - \$8,300 Family: \$3,300 - \$9,200</p>

DESCRIPTION	CURRENT COVERAGE	COVERAGE CHANGE
<b>Continuous Glucose Monitors (CGMs)</b>  <i>Section(s) impacted:</i> Durable Medical Equipment, Prosthetics and Medical Supplies	CGMs can be purchased from a pharmacy or a durable medical provider.	CGMs will be available for purchase at a pharmacy, either retail or mail order.
<b>Cost-share Limits for Chronic Disease Rx Treatments</b>  <i>Section(s) impacted:</i> Durable Medical Equipment, Prosthetics and Medical Supplies, Prescription Drugs, Prescription Specialty Drugs  <b>Note: Chronic disease is defined as diabetes, asthma, and allergies requiring the use of epinephrine auto-injectors.</b>	Currently not referenced in the plan documents	New Minnesota regulations require that health plans limit enrollee cost-sharing (copayments and coinsurance) for prescription drugs prescribed to treat a chronic disease to <b>no more than</b> : <ul style="list-style-type: none"> <li>\$25 per one-month supply for each prescription drug, regardless of the amount or type of medication required to fill the prescription; and</li> <li>\$50 per month in total for all related medical supplies</li> </ul> Note: <ul style="list-style-type: none"> <li>Plan document language including impacted drugs is standard 2 copay for 3-month supply mail order.</li> <li>This coverage is prohibited from being subject to a deductible except for HSA plans, the cap only applies after the deductible is met.</li> <li>The cost-sharing limit for related medical supplies does not increase with the number of chronic diseases for which an enrollee is treated.</li> <li>If one of the drugs prescribed is on the preventive drug list, the better benefit will apply.</li> <li>This also pertains to outpatient prescriptions.</li> </ul>
<b>Intensive Outpatient Program</b>  <i>Section(s) impacted:</i> Behavioral Health Section – Mental Health and Substance Use	Intensive outpatient programs  a. For mental health services, the program may be freestanding or hospital-based and provides services for at least three hours per day, two or more days per week.	Intensive outpatient programs  a. For mental health services, the program may be freestanding or hospital-based and includes a prearranged weekly schedule of core services (e.g., individual counseling, group therapy, family psychoeducation, medication management and case management) that are provided over several sessions during the course of a week.

DESCRIPTION	CURRENT COVERAGE	COVERAGE CHANGE
<b>Partial Hospitalization</b>  <i>Section(s) impacted: Behavioral Health Section – Mental Health and Substance Use</i>	Partial hospitalization/day treatment/high intensity outpatient program. This may be in a freestanding facility or hospital based. Active treatment is provided through specialized programming with medical/psychological intervention and supervision during program hours. Partial program means a treatment program of 20 hours per week of care.	Partial hospitalization/day treatment/high intensity outpatient program.  This may be in a freestanding facility or hospital based. Active treatment includes a prearranged weekly schedule of core services provided through specialized programming with medical/psychological intervention and supervision during program hours (e.g., individual counseling, group therapy, family psychoeducation, medication management and case management). The level of care is typically short-term intensive treatment that aims to reduce symptom disruption to the extent that intensive treatment is no longer required.
<b>What's Covered</b>  <i>Section(s) impacted: Behavioral Health Section – Mental Health and Substance Use</i>	Inpatient services included:  3. Hospital or facility-based professional services.	Inpatient services included:  3. Hospital or facility-based professional services, including psychiatric residential treatment facility services.
<b>Routine Preventive Services</b>  <i>Section(s) impacted – Preventive Health Care</i>	Routine preventive services are as defined by state and federal law.  If you receive preventive and non-preventive health services during the same visit, the non-preventive health services may be subject to a copayment, coinsurance, or deductible, as described elsewhere in this section. The most specific and appropriate benefit will apply to each service you receive during a visit.	Routine preventive services are as defined by state and federal law.  If you receive preventive and non-preventive health services during the same visit, the non-preventive health services may be subject to a copayment, coinsurance, or deductible, as described elsewhere in this section. The most specific and appropriate benefit will apply to each service you receive during a visit.  For example, laboratory and diagnostic imaging may be subject to other plan benefits if determined not to be part of a preventive visit. See X-Rays and Other Imaging and Lab and Pathology for more information. When you have symptoms or a history of an illness or injury, laboratory and diagnostic services relating to that illness or injury are no longer considered preventive health services.  You may be responsible for paying out-of-pocket costs for any services not determined to be preventive health services.

DESCRIPTION	CURRENT COVERAGE	COVERAGE CHANGE
<b>Chiropractic Services</b>  <i>Section(s) impacted: Physician and Professional Services</i>	For example, certain services may be considered surgical or imaging services; see below and in <b>X-Rays and Other Imaging</b> for coverage of these services. In such instances, both a chiropractic services copayment or coinsurance and an outpatient surgical or imaging copayment or coinsurance apply.	Language changed:  For example, certain services may be considered surgical or imaging services; see below and in <b>X-Rays and Other Imaging</b> for coverage of these services. In such instances, both a chiropractic services copayment or coinsurance and an outpatient or imaging copayment or coinsurance apply.
<b>Early Disease Detection</b>  <i>Section(s) impacted: Preventive Health Care</i>	Preventive physical exam does not have limit referenced	Coverage is limited to one preventive physical exam per calendar per service per calendar year unless additional visits are necessary to obtain all covered preventive health care.
<b>Nicotine Addiction</b>  <i>Section(s) impacted: Transplant Services</i>	Services required to meet the patient selection criteria for the authorized transplant procedure. This includes treatment of nicotine or caffeine addiction, services and related expenses for weight loss programs, nutritional supplements, appetite suppressants and supplies of a similar nature not otherwise covered under this certificate.	Removed exclusion
<b>Routine Foot Care</b>  <i>Section(s) impacted: What's Not Covered</i>	Routine foot care, except for members with diabetes, blindness, peripheral vascular disease, peripheral neuropathies, and significant neurological conditions such as Parkinson's disease, Alzheimer's disease, multiple sclerosis, and amyotrophic lateral sclerosis (ALS).	Routine foot care, except as medically necessary for members who are at risk for developing foot disorders secondary to systemic disease or another medical condition. Such care must be performed by a licensed provider acting within the scope of their license to be eligible for coverage.
<b>Sensory Integration</b>  <i>Section(s) impacted: What's Not Covered</i>	Sensory integration, including auditory integration training.	Removed exclusion
<b>Preventive Health Services definition</b>  <i>Section(s) impacted: Definition</i>	<ol style="list-style-type: none"> <li>1. Evidence-based items or services that have in effect a rating of A or B in the current recommendations of the United States Preventive Services Task Force;</li> <li>2. Immunizations for routine use that have in effect a recommendation from the Advisory Committee on Immunization Practices of the Centers for</li> </ol>	<ol style="list-style-type: none"> <li>1. Evidence-based items or services that have in effect a rating of A or B in the current recommendations of the United States Preventive Services Task Force (USPSTF);</li> <li>2. Immunizations for routine use that have in effect a recommendation from the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease</li> </ol>

DESCRIPTION	CURRENT COVERAGE	COVERAGE CHANGE
	<p>Disease Control and Prevention with respect to the member;</p> <ol style="list-style-type: none"> <li>With respect to members who are infants, children and adolescents, evidence-informed preventive care and screenings provided for in the comprehensive guidelines supported by the Health Resources and Services Administration;</li> <li>With respect to members who are women, such additional preventive care and screenings not described in 1. as provided for in comprehensive guidelines supported by the (including Food and Drug Administration approved contraceptive methods, sterilization procedures and related patient education and counseling).</li> </ol>	<p>Control and Prevention (CDC) with respect to the member involved (an ACIP recommendation is considered in effect after it has been adopted by the Director of the CDC, and a recommendation is considered to be for routine use if it is listed on the CDC's Immunization Schedules);</p> <ol style="list-style-type: none"> <li>With respect to members who are infants, children and adolescents, evidence-informed preventive care and screenings provided for in the comprehensive guidelines supported by the Health Resources and Services Administration (HRSA);</li> <li>With respect to members who are women, such additional preventive care and screenings not described in 1. as provided for in comprehensive guidelines supported by the HRSA [(including Food and Drug Administration approved contraceptive methods, sterilization procedures and related patient education and counseling)].</li> <li>The USPSTF, ACIP and HRSA issue new and updated recommendations and guidelines. New or updated recommendations and guidelines from the USPSTF, ACIP, and HRSA are covered as preventive health services starting on the first day of the calendar or contract year that begins one year after the final recommendations and guidelines are issued.</li> </ol>
<p><b>If you visit a health care provider's office or clinic</b></p> <p><i>Summary of Benefits (SBC)</i></p>	Includes Retail Health and Virtual language	Minnesota regulatory requirement prohibits inclusion of this language on SBCs.
<p><b>Chiropractic Care</b></p> <p><i>Section(s) impacted: Physician and Professional Services</i></p>	Out-of-Network – does not have visit limits referenced	Out-of-network - 15 visits/year

<b>Home Health Care</b>  <i>Section(s) impacted:</i> Home Health Care	In Network – does not have visit limits referenced  Out of Network – does not have visit limits referenced and/or no coverage	In Network - 120 visits/year  Out of Network - 60 visits/year
<b>Generic requirement for prescription retail drugs</b>  <i>Section(s) impacted:</i> Prescription drugs	Generic retail drug will be dispensed unless doctor or patient requests the brand drug	When an enrollee requests a brand drug, the enrollee is responsible for increased cost share difference. That amount will not be applied to deductible or out-of-pocket maximum.
<b>Generic requirement for prescription specialty drugs</b>  <i>Section(s) impacted:</i> Prescription drugs	A preferred specialty drug will be dispensed unless a doctor or patient requests the non-preferred specialty drug	When an enrollee requests a non-preferred drug, the enrollee is responsible for increased cost share difference. That amount will not be applied to deductible or out-of-pocket maximum.
<b>Physical Therapy, Occupational Therapy, Speech Therapy</b>  <i>Section(s) impacted:</i> Physical, Speech and Occupational Therapies	Out-of-Network – does not have visit limits referenced	Out-of-Network Physical and Occupational therapy - combined limit of 20 visits/year  Out-of-Network Speech therapy - 20 visits/year

<p><b>Diabetic Supplies</b></p> <p><i>Section(s) impacted:</i></p> <p><i>Prescription Drugs, Durable Medical Equipment</i></p>	<p>Covered with a flat dollar copay</p>	<p>Due to Minnesota regulatory requirements, <b>coverage must move to coinsurance</b> to comply. MN law requires health plans limit enrollee cost-sharing to treat a chronic disease to no more than:</p> <ul style="list-style-type: none"> <li>• \$50 per month in total for all related medical supplies</li> </ul> <p><b>Note:</b> Deductible will apply for HSA plans</p>
<p><b>Prescription Insulin Drugs</b></p> <p><i>Section(s) impacted:</i></p> <p><i>Prescription Drugs</i></p>	<p>\$0 member cost share retail and mail</p>	<p>Copay or coinsurance applies but will not exceed \$25 copay per prescription unit – retail</p> <p>No more than \$50 copay – mail order</p> <p><b>Note:</b> Deductible will not apply for HSA plans</p>

DESCRIPTION	CURRENT COVERAGE	CHANGE
<b>Temporomandibular Joint (TMJ) and Craniomandibular Disorder</b>  <i>Section(s) Impacted:</i> <i>Temporomandibular Joint (TMJ) and Craniomandibular Disorder</i>	Currently not referenced in the plan document	Added What's Covered:  Medica covers the surgical and non-surgical treatment of a diagnosed temporomandibular joint (TMJ) disorder. Services must be received from (or under the direction of) physicians or dentists. Coverage for treatment of TMJ disorder includes coverage for the treatment of craniomandibular disorder. TMJ disorder is covered the same as any other joint disorder as described in this certificate.
<b>Port Wine Stains</b>  <i>Section(s) Impacted:</i> <i>Physician and Professional Services</i>	Elimination of port wine stain or treatment to lighten or remove the coloration of a port wine stain	Language Change:  Elimination or maximum feasible treatment of port wine stains
<b>Emergency Room Care and Ambulance</b>  <i>Section(s) impacted:</i> <i>Emergency Room Care, Ambulance</i>	Coverage varies by plan	Emergency room and emergency ambulance must align on cost share type and emergency ambulance must be equal to or less than emergency room copay/coinsurance in the cost share amount.  This change is necessary to comply with the Mental Health Parity benefit classification requirement.
<b>Outpatient – Facility (In-network)</b>  <b>Non-HSA plans only</b> <i>Section(s) Impacted: Hospital Services</i> <i>Section - Outpatient hospital or ambulatory surgical center services and services provided in a hospital observation room</i>	Covered with a flat dollar copay	Cost share aligns to “All Other Outpatient” Physician & professional services  This change is necessary to comply with the Mental Health Parity benefit classification requirement.

DESCRIPTION	CURRENT COVERAGE	CHANGE
<p><b>Biomarker testing</b></p> <p><i>Section(s) Impacted:</i>  <i>Genetic Testing and Counseling,</i>  <i>Definitions</i></p>	<p>Currently not referenced in the plan document</p>	<p>Added new language to the Genetic Testing and Counseling benefit table:</p> <p>Biomarker testing for the purpose of diagnosing, treating, managing, or monitoring illness or disease if the test provides clinical utility</p> <p>Added new Definitions:</p> <p>Biomarker. A characteristic that is objectively measured and evaluated as an indicator of normal biological processes, pathogenic processes, or pharmacologic responses to a specific therapeutic intervention, including but not limited to known gene-drug interactions for medications being considered for use or already being administered. Biomarkers include but are not limited to gene mutations, characteristics of genes, or protein expression.</p> <p>Biomarker testing. The analysis of an individual's tissue, blood, or other biospecimen for the presence of a biomarker. Biomarker testing includes but is not limited to single-analyst tests; multiplex panel tests; protein expression; and whole exome, whole genome, and whole transcriptome sequencing.</p> <p>Clinical utility. Information that is used to formulate a treatment or monitoring strategy that informs a patient's outcome and impacts the clinical decision. The most appropriate test may include information that is actionable and some information that cannot be immediately used to formulate a clinical decision. For biomarker testing, clinical utility may be demonstrated by medical and scientific evidence, as outlined in Minnesota statute.</p>

DESCRIPTION	CURRENT COVERAGE	CHANGE
<b>Rapid Whole Genome Sequencing</b>  <i>Section(s) Impacted:</i> <i>Genetic Testing and Counseling,</i> <i>Definitions</i>	Currently not referenced in the plan document	<p>Added new language to Genetic Testing and Counseling benefit table:</p> <p>Rapid whole genome sequencing for members who: are age 21 or younger; have a complex or acute illness of unknown etiology; and are receiving inpatient hospital services in an intensive care unit or neonatal or high acuity pediatric care unit.</p> <p>Added new Definition:</p> <p>Rapid whole genome sequencing. An investigation of the entire human genome, including coding and noncoding regions and mitochondrial deoxyribonucleic acid, to identify disease causing genetic changes that returns the final results in 14 days. It includes patient-only whole genome sequencing and duo and trio whole genome sequencing of the patient and the patient's biological parent or parents.</p>
<b>Abortion Services</b>  <i>Section(s) Impacted: Pregnancy – Maternity Care, Definitions</i>	Currently not referenced in the plan document	<p>Added new language to the Pregnancy - Maternity Care benefit table:</p> <p>Abortion and abortion-related services</p> <p>Removed language from What's Not Covered:</p> <p>Elective, induced abortions, except as medically necessary to protect the life of the mother</p> <p>Added new Definition:</p> <p>Abortion. Any medical treatment intended to induce the termination of a pregnancy with a purpose other than producing a live birth.</p>
<b>Updated section title</b>  <i>Section(s) Impacted: Durable Medical Equipment, Orthotics, Prosthetics and Medical Supplies</i>	Durable Medical Equipment, Prosthetics and Medical Supplies	Durable Medical Equipment, Orthotics, Prosthetics, and Medical Supplies

DESCRIPTION	CURRENT COVERAGE	CHANGE
<b>Amino Acid-Based Formulas</b>  <i>Section(s) Impacted: Durable Medical Equipment, Orthotics, Prosthetics and Medical Supplies</i>	Currently covered	Added new language:  Amino acid-based elemental formulas when medically necessary. Conditions for which these diagnoses it is medically necessary include, but are not limited to: <ol style="list-style-type: none"> <li>i. Cystic fibrosis;</li> <li>ii. Amino acid, organic acid and fatty acid metabolic and malabsorption disorders;</li> <li>iii. IgE mediated allergies to food proteins;</li> <li>iv. Food protein induced enterocolitis syndrome;</li> <li>v. Eosinophilic esophagitis;</li> <li>vi. Eosinophilic gastroenteritis; and</li> <li>vii. Eosinophilic colitis</li> <li>viii. Mast cell activation syndrome</li> </ol>

DESCRIPTION	CURRENT COVERAGE	CHANGE
<p><b>Durable Medical Equipment, Orthotics, Prosthetics and Medical Supplies</b></p> <p><i>Section(s) Impacted: Durable Medical Equipment, Orthotics, Prosthetics, and Medical Supplies</i></p>	<p>Currently covered</p>	<p>Added new language:</p> <p>Orthotic and prosthetic devices, supplies, and services, including their repair and replacement</p> <p>What's Covered</p> <p>Medica covers only a limited selection of durable medical equipment, orthotics, prosthetics, and medical supplies. Medica covers orthotic and prosthetic devices or device systems, supplies, accessories, and services that are customized to the member's needs. Needs of the member include performing physical activities such as, but not limited to running, biking, and swimming, as well as devices for showering and bathing.</p> <p>The repair, replacement or revision of durable medical equipment, orthotics and prosthetics is covered if it is made necessary by normal wear and use. Replacement of a prosthetic or custom orthotic device or the replacement of any part of the device is covered if an ordering health care provider determines it is necessary because: (1) of a change in the physiological condition of the member; (2) of an irreparable change in the condition of the device or in a part of a device, or (3) the condition of the device, or the part of the device, requires repairs and the cost of the repairs would be more than 60 percent of the cost of a replacement device or of the part being replaced.</p>

DESCRIPTION	CURRENT COVERAGE	CHANGE
<b>Intermittent catheters</b>  <i>Section(s) Impacted:</i> <i>Durable Medical Equipment, Orthotics, Prosthetics, and Medical Supplies</i>	Currently not referenced in the plan document	<p>Added new language to the Durable Medical Equipment, Orthotics, Prosthetics and Medical Supplies benefit table:</p> <p>Eligible intermittent urinary catheters and insertion supplies.</p> <p>What's Covered</p> <p>Medica covers intermittent catheters with insertion supplies if intermittent catheterization is recommended by a member's health care provider. Medica covers 180 intermittent catheters with insertion supplies per month unless a lesser amount is prescribed by the member's health care provider.</p>
<b>Maternity/Newborn Ambulance Transportation</b>  <i>Section(s) Impacted:</i> <i>Pregnancy – Maternity Care</i>	Currently covered	<p>Added new language to the Pregnancy – Maternity Care benefit table:</p> <p>Licensed ambulance transportation arranged through an attending health care provider when the mother or newborn requires transfer to a different medical facility Please note: This coverage applies to the mother, dependent newborn and dependent newborn siblings who are covered under the plan.</p>

DESCRIPTION	CURRENT COVERAGE	CHANGE
<b>Scalp Hair Prosthesis</b>  <i>Section(s) Impacted: Durable Medical Equipment, Orthotics, Prosthetics, and Medical Supplies</i>	Currently covered for alopecia only	<p>Per MN regulatory updates, added new language to the Durable Medical Equipment, Orthotics, Prosthetics and Medical Supplies:</p> <p>Scalp hair prosthesis for hair loss due to a health condition including alopecia areata or treatment for cancer, including all equipment and accessories necessary for regular use, when prescribed by a provider, unless there is a clinical basis for limitation.</p> <p>Medical Supplies benefit table</p> <p>Coverage is limited to \$1,000 per calendar or plan year. If the cost for scalp hair prosthesis is less than \$1,000, coverage will also be provided for any equipment or accessories necessary for regular use, when prescribed by a provider, up to a total combined dollar limit of \$1,000 per calendar or plan year.</p>
<b>Diagnostic services or testing after a mammogram</b>  <b>HSA plans only</b>  <i>Section(s) Impacted: Diagnostic tests and imaging; Certain Cancer-Related Testing</i>	Deductible applies to HSA plans	<p>Deductible will not apply to HSA plans due to updated guidelines from the Internal Revenue Service (IRS) effective 01/01/2025</p>

DESCRIPTION	CURRENT COVERAGE	CHANGE
<b>Pharmacist Services</b>  <i>Section(s) Impacted:</i> <i>Physician and Professional Services,</i> <i>Definitions</i>	Currently covered	<p>Added new language:</p> <p>Medical treatment or services provided by a licensed pharmacist with the scope of their license, including the following services:</p> <ul style="list-style-type: none"> <li>a. Collect specimens, interpret results, notify the patient of results, and refer the patient to other health care providers for follow-up care;</li> <li>b. Initiate, modify, or discontinue drug therapy only pursuant to a protocol or collaborative practice agreement;</li> <li>c. Protocol and collaborative practice agreement shall have the same meaning as set forth under the state pharmacy act;</li> <li>d. Initiate, order, and administer FDA-approved or authorized influenza and COVID-19 or SARS-CoV-2 vaccines to eligible individuals three years of age and older and all other FDA-approved vaccines to eligible individuals six years of age and older.</li> <li>e. Prescribing and administering drugs to prevent the acquisition of HIV provided the pharmacist has met all the conditions under state law to undertake such actions.</li> </ul> <p>Added new Definition</p> <p>Pharmacist. Any individual who has a pharmacy degree and is licensed as a pharmacist under state law and is acting within the scope of the pharmacy practice laws.</p>
<b>Intensive Outpatient Therapy, Partial Hospitalization Program, Applied Behavior Analysis</b>  <b>Non-HSA plans only</b> <i>Section(s) Impacted:</i> Behavioral Health Section – Mental Health and Substance Use	Cost share aligns to an office visit	<p>Cost share aligns to “All Other Outpatient”</p> <p>This change is necessary to comply with the Mental Health Parity benefit classification requirement.</p>

DESCRIPTION	CURRENT COVERAGE	CHANGE
<p><b>Outpatient – Facility (In-network)</b></p> <p><b>Non-HSA plans only</b></p> <p>Section(s) Impacted: Hospital Services Section - Outpatient hospital or ambulatory surgical center services and services provided in a hospital observation room</p>	<p>Covered with a flat dollar copay</p>	<p>Cost share aligns to “All Other Outpatient”. Physician &amp; professional services</p> <p>This change is necessary to comply with the Mental Health Parity benefit classification requirement.</p>



# NORTHEAST

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## SERVICE COOPERATIVE

Central Office:  
5525 Emerald Avenue  
Mt. Iron, MN 55768  
218-741-0750  
218-741-1719 FAX  
info@nescmn.net

Executive Director:  
Paul Brinkman

Board Chairperson:  
John Berklich, Jr.  
Hibbing

Board of Directors:

Walt Hautala  
Mesabi East

Timothy Riordan  
Rock Ridge

Julie Peterson  
Moose Lake

Bob Rahja  
Chisholm

Kerry Juntunen  
Superintendent  
Proctor

John Klarich  
St. Louis County

Susan Kaslow  
Hill City

NESC is an equal opportunity  
provider and employer.

3/25/2025

Dear Dental Pool Member,

It's hard to believe, but another Dental Plan year is almost over. We hope that you and your employees have continued to stay safe and healthy. Plus, we wanted to thank you for your continued participation, support, and for choosing our dental program to meet your needs.

To make sure NESC provides the best benefits available to our Groups, we are writing to communicate a change to your Dental Insurance Plan rates. Each year we review data for the Dental Pool, worth mentioning was a high percentage of participants utilizing preventative services. This is an important step in keeping dental health in check, and we applaud the Group for seeking these services. We work to provide the best possible pricing on our dental arrangement, but recent trends in inflation have translated into a small increase this year.

**Monthly premiums beginning July 1, 2025, will be as follows:**

**Single \$60 [was \$44]      Family \$145 [was \$113]**

Please be assured, your plan coverage remains the same. Your yearly maximum benefit remains at \$1,500 per person and the lifetime maximum benefit for orthodontics for covered people 18 years of age or younger remains \$1,000.

Please feel free to reach out with any questions you might have regarding this premium change, or any other topic. We are happy to assist.

Sincerely,

Karen Butkovich  
218-748-7607

Lauren Sterk  
218-748-7622

Jeanette Mellesmoen  
218-748-7617



Delta Dental of Minnesota

Monthly Rates:  
Single \$60 Family \$145

Delta Dental PPO™ &  
Delta Dental Premier®

## Northeast Service Cooperative-High Plan Effective 7/1/25-6/30/26

Client #101610

Plan Benefit Highlights			
Network(s)	Delta Dental PPO™	Delta Dental Premier®	Non-Participating*
<b>Plan Year Maximum</b> Per person 7/1/2025-6/30/2026	\$1,500	\$1,500	\$1,500
<b>Lifetime Ortho Maximum</b> Per eligible covered dependent child	\$1,000	\$1,000	\$1,000
<b>Deductible</b> Per person / per family per plan year No deductible for diagnostic and preventive services or orthodontics	\$0	\$0	\$0
<b>Eligible Dependents</b>	Spouse and dependent children up to age 26		
Covered Services	Dental Benefit Plan Coverage		
<b>Diagnostic &amp; Preventive Services</b> Exams Cleanings X-rays Sealants Fluoride treatments Space Maintainers	100%	100%	100%
<b>Basic Services</b> Emergency treatment for relief of pain Amalgam restorations (silver fillings) Composite resin restorations (white fillings) on both anterior (front) and posterior (back) teeth	80%	80%	80%
<b>Endodontics</b> Root canal therapy on permanent teeth Pulpotomies on primary teeth for dependent children	80%	80%	80%
<b>Periodontics</b> Surgical/Nonsurgical periodontics	80%	80%	80%
<b>Oral Surgery</b> Surgical/Nonsurgical extractions All other covered oral surgery	80%	80%	80%
<b>Major Restorative</b> Crowns Crown repair	80%	80%	80%
<b>Prosthetic Repairs and Adjustments</b> Denture adjustments and repairs Bridge repairs	60%	60%	60%
<b>Prosthetics</b> Dentures (full and partial) Bridges Implants	60%	60%	60%
<b>Orthodontics</b> Treatment for the prevention/correction of malocclusion Available for dependent children ages 0 through age 19	50%	50%	50%

This is a summary of benefits only and does not guarantee coverage. For a complete list of covered services and limitations/exclusions, please refer to the Dental Benefit Plan Summary.

\*Dentists who have signed a participating network agreement with Delta Dental have agreed to accept the maximum allowable fee as payment in full. Non-participating dentists have not signed an agreement and are not obligated to limit the amount they charge; the member is responsible for paying any difference to the non-participating dentists.



# Make the Most of Your Benefits

Thank you for choosing Delta Dental of Minnesota as your partner in oral health. Dental insurance is designed to pay a portion of the costs associated with your dental care. Having dental insurance is essential to keeping your mouth healthy by providing access to preventative care, such as cleanings and X-rays, and helps cover extensive dental procedures such as crowns and fillings.

## Online Tools for Members:

[www.DeltaDentalMN.org](http://www.DeltaDentalMN.org)



### Save Money, Go In Network:

Search for a participating dentist or specialist, clinic or location. By seeking care from a Delta Dental network dentist, you will save the most money because the dentist is not allowed to bill you more than our allowable charge.



### Dental Insurance 101:

Robust member tools including commonly defined insurance terms, videos and frequently asked questions.



### Oral Health Resources:

Access dental and health information including a section dedicated to kids' oral health.



### Cost Estimator:

Use our cost estimator to find out what a dental procedure will cost, or you can always request a pre-treatment estimate from your dentist.



## Prefer to Speak to Someone?

### Call our national customer service

Toll Free: 1-800-448-3815

Local: 651-406-5901

Monday-Friday: 7 a.m.-7p.m. central

## Tools Available in the Secure Member Portal



### Coverage Summary:

Review your dental plan information including eligibility, waiting periods, plan maximums and frequency limitations.



### Claims Inquiry:

View claim status, procedure details, dates of service and applied deductibles.

View your explanation of benefits (EOB) online.

Check out our new feature to opt-out of the paper delivery of your EOB.



### Print ID Cards:

Print a digital or replacement ID card.

## Secure Member Portal Registration

1. On [DeltaDentalMN.org](http://DeltaDentalMN.org), go to the member page and click "Access My Secure Portal"
2. Select the Employer Plan option click "Log In Here" and follow the steps to register.
3. Remember your username and password because you will need them each time you log in.

Learn more about how your oral health connects to your overall health at:

**[DeltaDentalMN.org](http://DeltaDentalMN.org)**



Delta Dental of Minnesota

# 2025-2026 Technology Purchasing Information | April 17, 2025 | Page #1

## ITEM #1: 2025-2026 TECHNOLOGY EXPENSES

DEVICES AND EQUIPMENT	Quantity	Unit Price	Total Price
Chromebooks	95	\$ 340	\$ 32,500
Chromebook Management Licenses	95	\$ 32	\$ 3,040
Chromebook Insurance [4 year]	95	\$ 125	\$ 11,875
Extra Chargers [usb-c]	25	\$ 25	\$ 625
USB C Charging hubs for iPads (or adapters 4-pack)	1	\$ 500	\$ 500
Teacher Laptops [Dell Latitude]	6	\$ 874	\$ 5,547
Staff Secondary Laptops	15	\$ 600	\$ 9,300
Docking station	2	\$ 181	\$ 362
Microsoft Surface and Accessories	2	\$ 1,550	\$ 3,100
Staff Desktop Computers	12	\$ 824	\$ 9,888
Interactive TVs + Installation	22	\$ 2,250	\$ 58,500
E-Rate Summer Project	1	\$ 24,340	\$ 24,340
Document Cameras	10	\$ 150	\$ 1,500
Update Webcams	12	\$ 50	\$ 600
Classroom Amplification Systems	19	\$ 2,875	\$ 54,625
LICENSES/CONTRACTS	Quantity	Unit Price	Total Price
Cybersecurity Services [5 year Through 2027]	1	\$ 6,038	\$ 6,038
Offsite Backups	1	\$ 6,500	\$ 6,825
Technology - Darren	1	\$ 23,821	\$ 23,821
LearnPlatform (Student Data Privacy)	1	\$ 1,950	\$ 1,950
LineWize Classroom Management	1	\$ 2,859	\$ 2,859
LineWize Cloud Filtering	1	\$ 2,940	\$ 2,940
SMART Notebook Renewal	40	\$ 55	\$ 2,200
Microsoft Renewal plus Intune Add-on	86	\$ 65	\$ 5,581
5GB Plan - SmartBus Hot Spots Renewal	2	\$ 553	\$ 1,106
Dameware Mini Remote Control License Renewal	1	\$ 79	\$ 79
Duo	115	\$ 18	\$ 2,070
Adobe Pro Licensing	3	\$ 202	\$ 606
Adobe Creative Cloud License	1	\$ 414	\$ 414
SMORE Newsletter	1	\$ 1,050	\$ 1,050
Asset Panda	1	\$ 8,000	\$ 8,000
Rise Vision	1	\$ 276	\$ 276
SUBSCRIPTIONS	Quantity	Unit Price	Total Price
Educational Subscriptions	Many	Varies	\$ 70,000
MISCELLANEOUS	Quantity	Unit Price	Total Price
Cleaning Supplies	1	\$ 500	\$ 500
iPad Repairs	1	\$ 600	\$ 600
Miscellaneous Services and Repairs	1	\$ 5,000	\$ 5,000
Miscellaneous-General Supplies	1	\$ 5,000	\$ 5,000
2025-2026 Totals			\$ 363,217
Increase from FY25			\$ 28,104
			8.39%

## ITEM #2: 2025-2026 TECHNOLOGY FUNDING

Potential Funding Breakdown	
\$ 39,986	REAP
\$ 329,776	Tech Levy
<b>\$ 202,422</b>	2023A Bonds
\$ 8,150	Device Insurance
<b>\$ 580,334</b>	<b>Potential Funding Total</b>

## ITEM #3: 2025-2026 TECHNOLOGY EXPENSES AND CATEGORIES – BREAKDOWN

Expense or Category	Potential Expense
Salary and Benefits	\$ 78,017
Purchased Services	\$ 71,415
Supplies	\$ 5,500
Online Subscriptions	\$ 70,000
Summer '25 E-Rate Project	\$ 24,340
Instructional Devices	\$ 50,640
Non-Instructional Devices	\$ 30,297
Interactive TVs	\$ 58,500
Classroom Amplification Systems	\$ 54,625
Rentals and Leases	\$ 29,000
Non-CTE Business Education Supplies	\$ 2,000
Non-CTE Ag Supplies	\$ 6,000
LeapStart Welding Program	\$ 15,000
PSEO Expenses	\$ 85,000
<b>Total Estimated Expenses</b>	<b>\$ 580,334</b>

# 2025-2026 Technology Purchasing Information | April 17, 2025 | Page #3

## ITEM #4: 2025-2026 TECHNOLOGY EXPENSES AND CATEGORIES – BREAKDOWN

Expense or Category	Potential Expense	Funding Category For Each Expense Category			
Salary and Benefits	\$ 78,017	REAP	\$ 39,986	\$ 38,031	Tech Levy
Purchased Services	\$ 71,415	Tech Levy	\$ 71,415		
Supplies	\$ 5,500	2023A Bonds	\$ 3,500	\$ 2,000	Device Insurance
Online Subscriptions	\$ 70,000	Tech Levy	\$ 70,000		
Summer '25 E-Rate Project	\$ 24,340	Tech Levy	\$ 24,340		
Instructional Devices	\$ 50,640	Tech Levy	\$ 50,490	\$ 150	Device Insurance
Non-Instructional Devices	\$ 30,297	2023A Bonds	\$ 30,297		
Interactive TVs	\$ 58,500	Tech Levy	\$ 58,500		
Classroom Amplification Systems	\$ 54,625	2023A Bonds	\$ 54,625		
Rentals and Leases	\$ 29,000	2023A Bonds	\$ 29,000		
Non-CTE Business Education Supplies	\$ 2,000	Tech Levy	\$ 2,000		
Non-CTE Ag Supplies	\$ 6,000	Device Insurance	\$ 6,000		
LeapStart Welding Program	\$ 15,000	Tech Levy	\$ 15,000		
PSEO Expenses	\$ 85,000	2023A Bonds	\$ 85,000		
<b>Total Estimated Expenses</b>	<b>\$ 580,334</b>		<b>\$ 540,153</b>	<b>\$ 40,181</b>	
			<b>\$ 580,334</b>		

## ITEM #5: 2025-2026 TECHNOLOGY EXPENSES AND CATEGORIES – BREAKDOWN

2025-2026 Technology Funding Overview			
Funding Source	Projected Amount Available	Assigned Budgeted From	Amount Remaining
REAP	\$ 39,986	\$ 39,986	
Technology Levy	\$ 329,776	\$ 329,776	
Series 2023A Bonds	\$ 731,920	\$ 202,422	\$ 529,498
Series 2023B Bonds	\$ 2,033,936	\$ -	\$ 2,033,936
Student Device Insurance	\$ 8,150	\$ 8,150	
Recommended Technology Funding Allotment for 2025-2026	\$ 3,143,768	\$ 580,334	\$ 2,563,434

## **ITEM #6: 2025-2026 TECHNOLOGY EXPENSES – WHAT’S INCLUDED**

<b>Major Items Included in Technology Purchasing</b>
Chromebooks
Chromebook Management Licenses
Chromebook Insurance [4 year]
Teacher Laptops [Dell Latitude]
Staff Secondary Laptops
Microsoft Surface and Accessories
Staff Desktop Computers
Interactive TVs
E-Rate Summer Project
Document Cameras
Classroom Amplification Systems
Cybersecurity Services [5 year Through 2027]
Offsite Backups
Technology - Darren
LearnPlatform (Student Data Privacy)
SMART Notebook Renewal
Microsoft Renewal plus Intune Add-on
5GB Plan - SmartBus Hot Spots Renewal
Asset Panda
Educational Subscriptions
Miscellaneous-General Supplies

ITEM #7: NOT YET INCLUDED – FOR CONVERSATION

Technology Integration Services

9 Month - Monthly Visits	
1 Day Per Month	2 Days Per Month
\$808/Day	\$780/Day
Contract \$7,272	Contract \$14,040
12 Month - Monthly Visits	
1 Day Per Month	2 Days Per Month
\$780/Day	\$746/Day
Contract \$9,360	Contract \$17,904

Artificial Intelligence Services

### A.I. in Education Content Pricing

**LEVEL 1**  
2 hours plus mileage

**\$1,399** SWWC Subscriber Pricing

- Overview of Artificial Intelligence.
- Historical context and development.
- Basic concepts: Machine Learning, Natural Language Processing, Computer Vision.
- Examples of AI applications in daily life.
- Discussion on ethical considerations and privacy concerns.
- Basic introduction to AI ethics.
- Current AI applications in education.
- Benefits and challenges of using AI in classrooms.
- Case studies and success stories.

**LEVEL 2**  
2 hours plus mileage

**\$1,399** SWWC Subscriber Pricing

- Overview of popular AI tools
- How these tools are integrated into teaching practices.
- Demonstrations and hands-on activities.
- Understanding prompt engineering.
- Crafting effective prompts for AI tools.
- Practical exercises in writing prompts for different scenarios.
- Using AI to cater to diverse student needs.
- Case studies and practical examples.
- Developing AI-driven lesson plans.

**LEVEL 3**  
2 hours plus mileage

**\$1,399** SWWC Subscriber Pricing

- Advanced techniques in prompt engineering.
- Customizing AI tools for specific educational needs.
- Troubleshooting and refining prompts.
- Designing projects that incorporate AI tools.
- Examples of successful AI-powered educational projects.
- Guiding students in AI project development.
- Emerging trends and technologies in AI.
- Preparing for future advancements.
- How educators can stay updated and continue learning.

**LEVELS 1-3**  
Full Day Seminar (+travel expenses)  
Multi-Day Trainings (+travel expenses)

**\$3,899** SWWC Subscriber Pricing

Levels 1-3

Additional options (contact for quote):

- Administrator readiness and maturity training
- Custom packages for districts can be designed and contracted based on need.
- Contracts are available for full year consulting and training with on-site visits occurring throughout the year.

## STATEMENT OF ASSURANCES & CERTIFICATIONS

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1. The eligible sub-recipient (applicant) will comply with all requirements of Public Law 115-224, *Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V)*, and all applicable federal and state rules and regulations, including timely reporting of fiscal and programmatic data.
2. The eligible sub-recipient will comply with all requirements imposed by the grantor agency concerning special legal requirements, program requirements, and other administrative requirements including the completion of Personnel Activity Reports.
3. Federal career and technical education funds shall be used to supplement state and local funds for career and technical education, and in no case to supplant (replace) such state or local funds.
4. None of the funds expended under this Act shall be used to purchase equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
5. Funds made available under this Act cannot be used: (1) to require any secondary school student to choose or pursue a specific career path or major; or (2) to mandate that any individual participate in a career and technical education program, including a career and technical education program that requires the attainment of a federally funded skill level, standard, or certificate of mastery.
6. The eligible sub-recipient shall comply with all regulations, policies, guidelines, and requirements included in the Education Division General Administrative Regulations (EDGAR) as they relate to the application, acceptance and use of federal funds for this project.
7. The eligible sub-recipient shall comply with the Vocational Education Guidelines for eliminating discrimination and denial of services on the basis of race, color, national origin, sex and handicap (45 CFR, Part 80) issued by the Bureau of Occupational and Adult Education, Department of Education and the Office of Civil Rights, March 21, 1979.
8. The eligible sub-recipient shall comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal land federally assisted programs.
9. The eligible sub-recipient shall comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of state and local governments.
10. The eligible sub-recipient shall establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. The eligible sub-recipient shall give the grantor agency or the Comptroller General through any responsible authority access and the right to examine all records, books, papers, or documents related to the awarding of these funds.
12. The eligible sub-recipient shall comply with all requirements imposed by the grantor agency concerning program size, scope and quality.
13. The consortium district and college administration assure that programs of study serving all populations of learners have been designed according to the process and that requirements have been documented.

I/we hereby certify that the information provided in this local application is true and correct to the best of my/our knowledge, information, and belief, and that the required assurances are given. All approved programs, services, and activities shall be conducted in accordance with state and federal laws, rules, regulations, and in accordance with the Minnesota Department of Education and Minnesota State Colleges and Universities policies and program standards.

ALL STATEMENTS OF ASSURANCES AND CERTIFICATIONS MUST BE SIGNED:

Consortium Name: Minnesota West

College: _____	
College President's Name (Print): _____	
Signature	Date
email: _____	
Phone: _____	

District Name: <u>Minneota Public Schools</u>	
District Number/Type: <u>0414-01</u>	
Superintendent's Name – (Print): <u>Scott Monson</u>	
Signature	April 23, 2025 Date
email: <u><a href="mailto:scott.monsons@minneotaschools.org">scott.monsons@minneotaschools.org</a></u>	
Phone: <u>507-872-6175</u>	



# Minneota Public School District

## Policy 403

Adopted: March 18, 2010

Revised: ~~July~~ May 2025

### **403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES**

#### **I. PURPOSE**

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

#### **II. GENERAL STATEMENT OF POLICY**

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

#### **III. DISCIPLINE**

##### **A. Violation of School Laws and Rules**

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state, and local laws, rules, and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

##### **B. Substandard Performance**

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement

to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings, and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents, or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

**IV. FORMS OF DISCIPLINE**

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
1. oral warning;
  2. written warning or reprimand;
  3. probation;
  4. disciplinary suspension, demotion or leave of absence with pay;

5. disciplinary suspension, demotion or leave of absence without pay; and
  6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

## **V. PROCEDURES FOR ADMINISTERING POLICY**

- A. When any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
  2. Provide directives to the employee to correct the conduct or performance.
  3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
  4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
  5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

**Legal References:** Minn. Stat. § 122A.40 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)  
Minn. Stat. § 122A.44 (Contracting with Teachers: Substitute Teachers)  
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)  
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School District)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)  
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

**Cross References:** None



# Minneota Public School District

## Policy 404

Adopted: May 2010

Revised: ~~October~~ May 2025

### **404 EMPLOYMENT BACKGROUND CHECKS**

#### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthy environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

#### **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with or provision of services to the school district.
- B. The school district reserves explicitly any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

### III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes, section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. For an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
  - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  - 3. the individual executes a written consent form giving the school district access to the results of the check; and

4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with or provision of services to the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office. They will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with or provision of services to the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy (and is available in the district office).

***Legal References:*** Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with  
Disabilities Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

***Cross References:*** None

**Minneota Public Schools – ISD #414**

504 N Monroe | Minneota, MN 56264 | Tara Skorczewski, Business Manager | 507-872-6175

- ☐ **We are requesting a federal check pursuant to Minnesota Statutes 299C.62 on this individual as well.**

*(Contributor, please check this box if requesting a federal check and attach fingerprint card, the Child Protection Background Check Consent form, and appropriate fee. Please note that the federal check will take one to two weeks to complete.)*

The following named individual has made application with this agency for employment:

**Last Name of Applicant** (please print): \_\_\_\_\_

**First Name** (please print): \_\_\_\_\_

**Middle** (full) (please print): \_\_\_\_\_

**Maiden, Alias or Former** (please print): \_\_\_\_\_

**Date of Birth** (Month/Day/Year): \_\_\_\_\_ **Sex** (M or F): \_\_\_\_\_

I authorize the Minnesota Bureau of Criminal Apprehension to disclose criminal history record information to Minneota Public Schools pursuant to Minnesota Statutes 123B.03, subdivision 1 for the purpose of employment as a \_\_\_\_\_ (teacher, paraprofessional, etc.) with this School District.

**Signature of Applicant or Potential Service Provider:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This release is valid for one year from the date of my signature

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

1. Records obtained under the Minnesota State Statute 123B.03, subdivision 1, may be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.
2. Your fingerprints may be used to check the criminal history records of the FBI.
3. You may challenge the accuracy and completeness of any information contained in the report provided (procedures are set forth in Minnesota Statutes §13.04 and Title 28 CFR Section 16.34).
4. You have the right to request and obtain from the school hiring authority a copy of the background check report. A school hiring authority may charge the individual for the actual cost of providing a copy of the report.

The School District should forward this executed form, along with a check or money order in the amount of \$15.00 payable to the “MN BCA” and a self-addressed, stamped envelope, to:

Minnesota Bureau of Criminal Apprehension  
CHA Unit  
1430 Maryland Avenue E.  
St. Paul, MN 55106



# Minneota Public School District

## Policy 405

Adopted: March 2010

Revised: ~~October~~ May 2025

### **405 VETERAN'S PREFERENCE**

#### **I. PURPOSE**

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It is the school district's policy to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran preference points will be applied pursuant to applicable law as follows:
  - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
  - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
  - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
  - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

**Legal References:** Minn. Stat. § 43A.11 (Veteran's Preference)  
Minn. Stat. § 197.455 (Veteran's Preference Applied) Minn.  
Stat. § 197.46 *et seq.* (Veterans Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

**Cross References:** MSBA/MASA Model Policy 401 (Equal Employment Opportunity)



# Minneota Public School District

## Policy 701.1

Adopted: August 2023

Revised: May 2025

### **701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET**

#### **I. PURPOSE**

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

#### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

#### **III. REQUIREMENT**

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.

- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

***Legal References:*** Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

***Cross References:*** MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)



# Minneota Public School District

## Policy 702

Adopted: August 2023

Revised: May 2025

### **702 ACCOUNTING**

#### **I. PURPOSE**

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

#### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

#### **III. MAINTENANCE OF BOOKS AND ACCOUNTS**

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

#### **IV. PERMANENT FUND TRANSFERS**

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section 123B.79, as amended, or other applicable statute.

#### **V. REPORTING**

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section 123B.10 in the manner specified therein.

***Legal References:*** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.75 (Revenue; Reporting)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for  
Current Operating Costs; Capital Expenditure Deficits)  
Minn. Stat. § 123B.79 (Permanent Fund Transfers)  
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

***Cross References:*** MSBA/MASA Model Policy 703 (Annual Audit)



# Minneota Public School District

## Policy 703

Adopted: August 2023

Revised: May 2025

### **703 ANNUAL AUDIT**

#### **I. PURPOSE**

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

#### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

#### **III. REQUIREMENT**

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

***Legal References:*** Minn. Stat. Ch. 6 (State Auditor)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

***Cross References:*** MSBA/MASA Model Policy 702 (Accounting)



# Minneota Public School District

## Policy 704

Adopted: August 2023

Revised: May 2025

### **704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

#### **I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

#### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

#### **III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) with a capitalization level that equals or exceeds \$5,000. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$25,000. ~~In addition,~~ ~~the~~ The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

#### **IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

***Legal References:*** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and  
Nonschool Purposes; Closings)

***Cross References:*** MSBA/MASA Model Policy 702 (Accounting)



# Minneota Public School District

## Policy 705

Adopted: August 2023

Revised: May 2025

### **705 INVESTMENTS**

#### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

#### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

#### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

#### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
  - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

## **V. DELEGATION OF AUTHORITY**

- A. The Superintendent of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in

writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes section 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota Statutes chapter 118A or Minnesota Statutes section 356A.06, subdivision 7. Investment of funds in an OPEB trust account under Minnesota Statutes section 356A.06, subdivision 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed ————— herein, and the trust administrator.

## **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within

these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

#### **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

## **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes section 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

## **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes section 471.38.

### ***Legal References:***

Minn. Stat. § 118A.01 (Definitions)  
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)  
Minn. Stat. § 118A.03 (When and What Collateral Required)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)  
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

### ***Cross References:***

MSBA/MASA Model Policy 703 (Annual Audit)  
Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor



# Minneota Public School District

## Policy 706

Adopted: March 18, 2014

Revised: AugustMay 20253

### **706 ACCEPTANCE OF GIFTS**

#### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

#### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to accept gifts only in compliance with state law.

#### **III. ACCEPTANCE OF GIFTS GENERALLY**

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

#### **IV. GIFTS OF REAL OR PERSONAL PROPERTY**

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

#### **V. ADMINISTRATION IN ACCORDANCE WITH TERMS**

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

**Legal References:** Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Board)  
Minn. Stat. § 465.03 (Gifts to Municipalities)

**Cross References:** None



# Minneota Public School District

## Policy 807

Adopted: June 19, 2012

Revised: ~~August~~ May 2025

### **807 HEALTH AND SAFETY POLICY**

#### **I. PURPOSE**

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

#### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes Section 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes Section 182.676.

### **III. PROCEDURES**

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Asbestos
  - 2. Fire and Life Safety
  - 3. Employee Right to Know
  - 4. Emergency Action Planning
  - 5. Combustible and Hazardous Materials Storage
  - 6. Indoor Air Quality
  - 7. Mechanical Ventilation
  - 8. Mold Cleanup and Abatement
  - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
  - 10. Infectious Waste/Bloodborne Pathogens
  - 11. Community Right to Know
  - 12. Compressed Gas Safety

13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented, and corrective action will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

***Legal References:*** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Health and Safety Projects)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)

Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program;  
Alternative Forms of Committee)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to  
Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School  
District Budget)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

## 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
Swede Home Cemetery Fund	Christmas Angels	\$ 3,000	4/16/2025
Coequyt Plumbing	Trap Team	\$ 500	4/16/2025
The NRA Foundation	Trap Team	\$ 1,024	4/16/2025
<b>Total Monthly Donations</b>		<b>\$ 4,524</b>	

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 23<sup>rd</sup> day of April, 2025.

\_\_\_\_\_  
Martin Hennen, Clerk