



MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD MEETING

Wednesday, May 28, 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.

AGENDA – REGULAR MEETING

1. Regular Order of Business

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

2. Business Agenda

- 2.1. Student Enrollment
- 2.2. Student Activity Account
- 2.3. Financial Report
- 2.4. Approve Bills-Check RegisterM/S/V

3. Leadership Reports

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

4. Approve Consent Agenda Items M/S/V

- 4.1. Minutes of the April 23, 2025 Regular Meeting
- 4.2. Minutes of the May 20, 2025 Retreat-Work Session
- 4.3. Personnel Items
- 4.4. Declare Technology Equipment and Items as Obsolete/Surplus
- 4.5. Fundraiser Requests
- 4.6. Approve Open Enrollment Request for a 1st Grade Student from Canby
- 4.7. 2025-2026 Application for Special Education Funds Statement of Assurances
- 4.8. Common Assurances for Federal Programs Through the Minnesota Department of Education
- 4.9. Under Armour/Borch's Highlight Athletic Agreement
- 4.10. 2024-2025 Financial Audit Engagement Document with Hoffman & Brobst

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

6. Previous Business

- 6.1. Policies and Procedures Review – 2nd ReadingM/S/V
 - 6.1.1. Policy #403: Discipline, Suspension, and Dismissal of School District Employees
 - 6.1.2. Policy #404: Employment Background Checks [and Form]
 - 6.1.3. Policy #405: Veteran's Preference; Hiring
 - 6.1.4. Policy #701.1: Modification of School District Budget
 - 6.1.5. Policy #702: Accounting
 - 6.1.6. Policy #703: Annual Audit
 - 6.1.7. Policy #704: Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
 - 6.1.8. Policy #705: Investments
 - 6.1.9. Policy #706: Acceptance of Gifts
 - 6.1.10. Policy #807: Health and Safety

7. New Business

- 7.1. 2025-2026 Preliminary Budget I/D
- 7.2. Approve Fees, Prices, and Rates for 2025-2026 M/S/V
- 7.3. Approve 2025-2026 District Literacy Plan [Preliminary Draft] M/S/V
- 7.4. Approve 2025-2026 MN State High School League Resolution for Membership M/S/V-RC
- 7.5. Policies and Procedures Review – 1st Reading I/D
 - 7.5.1. Policy #516.5: Overdose Medication and Addendum
 - 7.5.2. Policy #523: Policies Incorporated by Reference
 - 7.5.3. Policy #531: The Pledge of Allegiance
 - 7.5.4. Policy #532: Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
 - 7.5.5. Policy #601: School District Curriculum and Instructional Goals
 - 7.5.6. Policy #606: Textbooks and Instructional Materials
 - 7.5.7. Policy #620: Credit for Learning
 - 7.5.8. Policy #701: Establishment and Adoption of School District Budget
- 7.6. Approve a Resolution Committing Benefits for Separation..... M/S/V-RC
- 7.7. Approve a Resolution for Acceptance of Gifts/Donations/Grants..... M/S/V-RC

8. Calendar Review: Meeting & Dates I/D

9. Potential Items for Future Meetings I/D

10. Adjournment M/S/V

Scott Monson

From: DCYF, Pathway II (DCYF) <DCYF.PathwayII@state.mn.us>
Sent: Wednesday, April 30, 2025 5:06 PM
To: Scott Monson
Cc: DCYF, Pathway II (DCYF)
Subject: Fiscal Year 2026 and 2027 Pathway II Award Notification



Fiscal Year 2026 and 2027 Pathway II Award Notification

April 30, 2025

MINNEOTA PUBLIC SCHOOL DISTRICT

Dear Scott Monson, Melinda Stiklestad, and Tara Skorczewski,

Congratulations! Your application for fiscal year (FY) 2026 and 2027 Pathway II Early Learning Scholarships funds has been preliminarily approved by the Minnesota Department of Children, Youth, and Families (DCYF).

Pending availability of funds of the fiscal year 2026 education budget, the Pathway II scholarship allocation for **MINNEOTA PUBLIC SCHOOL DISTRICT** is **\$15,000.00** for state fiscal year 2026 and **\$15,000.00** for state fiscal year 2027. This is a total award of **\$30,000.00**. Your program will receive a final funding confirmation notice after the spring 2025 legislative session ends.

FY 2026 Pathway II funds will be available on July 1, 2025. Programs may begin collecting [Pathway II Application forms](#) from families starting now to award children starting July 1, 2025. Scholarships run from the award date to June 30 of the fiscal year and must be billed within that timeframe. FY 2027 Pathway II funds will be available on July 1, 2026.

As a reminder, per MN statute 142D.25, priority for awarding scholarships should be given to children birth to 4 years of age who:

- have a parent under age 21 who is pursuing a high school degree or a course of study for a high school equivalency test
- have experienced homelessness in the last 24 months
- are in foster care
- have been referred as in need of child protective services
- have a parent that is incarcerated or on active supervision
- are in or have a parent in a substance use treatment program
- are in or have a parent in a mental health treatment program
- have experienced domestic violence
- have an individual education program (IEP, ages 3-5) or individualized family services plan (IFSP, birth through age 2)

Note:

- *Children in families at or below 47% SMI should be prioritized over higher income families. (As of July 1, 2025)*
- *Children who are birth to 3 years of age should be prioritized over 4 year olds. (As of January 1, 2025)*

State's Right to Cancel

This award notice does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the award if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations.

For Further Information or Questions

Training and implementation resources will be shared prior to the start of the fiscal year. More details will be provided in your final funding confirmation notice.

View the [Pathway II Resources webpage](#) for recorded webinars, application forms and letters, and other Pathway II guidance materials. View the [Early Learning Scholarships webpage](#) for the State Early Learning Scholarships Policy Manual and other scholarship policies and data. Contact Diana Alvarez at DCYF.PathwayII@state.mn.us with questions.

Again, congratulations on your successful application, and thank you for the work you do on behalf of Minnesota's children and families.

Sincerely,
Diana

Diana Alvarez
Pathway II Coordinator
651-539-7973 | DCYF.PathwayII@state.mn.us

Department of Children, Youth, and Families
444 Lafayette Road N
Saint Paul, MN 55155
O: 651-539-7973
Improving the lives of children, youth, and families | dcyf.mn.gov



Scott Monson

From: Connect Survey Admin <no-reply.survey@connect.gov>
Sent: Wednesday, May 14, 2025 12:26 PM
To: Scott Monson
Subject: Apply today to the FY 2025 Small, Rural School Achievement (SRSA) Grant

Follow Up Flag: Follow up
Flag Status: Flagged

MINNEOTA PUBLIC SCHOOL DISTRICT
BOX 98 504 N MONROE ST
MINNEOTA, MN 56264
SRSA-Eligible

Dear Scott Monson,

Your local educational agency (LEA) has been identified as eligible for funding under the Rural Education Achievement Program (REAP) for the 2025-2026 school year (fiscal year (FY) 2025). REAP contains two formula grant programs: the Small, Rural School Achievement (SRSA) grant and the Rural and Low-Income School (RLIS) grant. For more information on these REAP programs, visit the U.S. Department of Education's (Department's) [website](#).

- **MINNEOTA PUBLIC SCHOOL DISTRICT is SRSA-eligible**, please see the SRSA-eligible LEA section below for further instructions
- **Under the SRSA program, the Department estimates* that MINNEOTA PUBLIC SCHOOL DISTRICT is eligible to receive \$54,588.61****
- Under the **RLIS** program, the Department **estimates*** that MINNEOTA PUBLIC SCHOOL DISTRICT is eligible to receive **NA**

To apply for FY 2025 SRSA funds, click the following link and complete the SRSA application by June 13, 2025:

<https://survey.connect.gov/892369?token=FSgPMF4cS&lang=en>

SRSA-only eligible LEA

Based on statutory requirements, some LEAs meet the eligibility criteria for the SRSA grant program but not the RLIS grant program. To apply for SRSA funds, you must complete the online application using the above link by June 13, 2025. The Department may consider applications submitted after the deadline to the extent practicable and contingent upon the availability of funding. On average, the SRSA application takes between 10 to 30 minutes to complete.

Dual-eligible LEA

Based on statutory requirements, some LEAs meet the eligibility criteria for both the SRSA and RLIS grant programs. **LEAs eligible for both SRSA and RLIS, known as “dual-eligible” LEAs, may receive an award under only one of the two grant programs each fiscal year.** To assist dual-eligible LEAs in determining whether to apply for SRSA or RLIS funds, the Department has calculated estimated allocations for your LEA under each program (provided above). Completing an SRSA application using the application link above will notify the Department of your choice to participate in SRSA; such an LEA will not receive an award under RLIS. To apply for SRSA funds, you must complete the online application using the above link by June 13, 2025. The Department may consider applications submitted after the deadline to the extent practicable and contingent upon the availability of funding. The SRSA application should take no more than 30 minutes to complete. If MINNEOTA PUBLIC SCHOOL DISTRICT is dual-eligible and does not submit an SRSA application to the Department, your REAP State Coordinator will be notified of your LEA's intent to apply for RLIS funds from your State educational agency. If you have questions regarding how to apply for RLIS funds, contact your [REAP State Coordinator](#) directly.

Helpful Resources

Please review the resources linked below **before** completing the SRSA application:

- [FY 2025 SRSA Post-Application Information](#) - next steps, helpful resources, and frequently asked questions
- [SRSA Information](#) - general SRSA grant program overview
- [Accessing SRSA Grant Funds in G5](#) - a guide to accessing and using G5 for grant management.
- [Uses of Funds Guide](#) - example uses of funds under the SRSA and RLIS programs
- [REAP Informational Document](#) - comprehensive overview of REAP including frequently asked questions
- [UEI Resources](#) - information on UEIs and SAM.gov including frequently asked questions and support guides
- [Additional REAP Resources](#) - list of helpful resources and links for REAP grantees including past webinar recordings

SRSA Application Webinars

The Department will conduct a series of webinars to demonstrate how to complete the SRSA application and discuss changes to the FY 2025 application. Information about the webinars will be distributed to all SRSA-eligible LEAs via a separate email.

If you have any questions or need additional information about the SRSA application process, contact the REAP team directly at reap@ed.gov.

Sincerely,

Rural Education Achievement Program (REAP)
Office of Elementary and Secondary Education
U.S. Department of Education

Email: reap@ed.gov
Phone Number: (202) 401-0039

***Note:** This calculation provides an **estimate only**; the actual award amount may be higher or lower than the calculation, depending on several factors that can change from year to year. For SRSA these factors include: the amount of funds Congress appropriates for REAP, the number of LEAs that are eligible and apply for SRSA funds, the LEA's average daily attendance, and the LEA's Title II, Part A and Title IV, Part A award amounts for FY 2023. For RLIS these factors include: the amount of funds Congress appropriates for REAP, average daily attendance data, and State subgrant processes. If the LEA is eligible based on the RLIS hold-harmless provision, this estimate reflects the amount that the LEA will receive in accordance with the hold harmless provision.

****Note:** A \$0 estimated award amount can be a result of the statutory funding formula or ineligibility. To learn more about your LEA's eligibility and the data used to calculate the estimated award amounts for eligible LEAs, please view the FY 2025 Master Eligibility Spreadsheet on the [eligibility page](#) of the REAP website.

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	58	41	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	47	42	37
8th Grade	46.4	46.3	48.1	54.3	43	52	47	42
9th Grade	45.0	50.1	44.9	49.3	53	48	55	54
10th Grade	45.6	43.7	49.0	45.1	50	53	48	56
11th Grade	48.3	45.0	42.7	46.2	46	48	52	47
12th Grade	49.2	45.7	42.6	42.7	43	43	46	49
Total (K-12)	509	512	516	541	535	544	545	529
Total (PreK-12)	516	518	521	549	593	585	590	574
K-12 Change from Previous Year					-6	9	1	-16



Student Activity Account – Month of April 2025

Fund #	Description	Receipt	Expense
4	Student Council - Viking Coca Cola		\$ 167.50
8	Junior Class - Rebecca Johnson		\$ 504.00
8	Junior Class - MPS		\$ 3,104.81
14	FFA - The Minneota Mascot		\$ 96.00
14	FFA - Little International		\$ 210.00
14	FFA - Matt Buysse		\$ 40.00
4	Student Council - Lobby Pop	\$ 275.00	
4	Student Council - Lobby Pop	\$ 225.00	
8	Junior Class - MPS	\$ 2,300.00	
April 2025 Totals		\$ 2,800.00	\$ 4,122.31

Fund Name	FY25 Beginning Balance	April 2025			Year-To-Date			Ending Balance	+/- From SOY
		Receipts	Expenses	Transfers	Receipts	Expenses	Transfers		
FCCLA	\$ 12,783.51	\$ -	\$ -	\$ -	\$ 23,135.00	\$ 29,261.78	\$ -	\$ 6,656.73	-47.9%
FFA	\$ 4,379.98	\$ -	\$ 346.00	\$ -	\$ 3,280.00	\$ 3,014.91	\$ -	\$ 4,645.07	6.1%
Grade 11	\$ 3,453.06	\$ 2,300.00	\$ 3,608.81	\$ -	\$ 18,275.76	\$ 11,215.25	\$ (3,453.06)	\$ 7,060.51	104.5%
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	\$ 500.00	\$ 167.50	\$ -	\$ 8,660.58	\$ 8,494.90	\$ 923.94	\$ 6,898.08	18.8%
April 2025 Totals	\$ 28,086.43	\$ 2,800.00	\$ 4,122.31	\$ -	\$ 53,351.34	\$ 51,986.84	\$ -	\$ 29,450.93	4.9%

FINANCIAL REPORT

CASH FLOW | END OF APRIL 2025

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Total Fixed Income	Ending Balance
State Bank of Taunton [0200]	General	\$ 132,773.96		\$ 877,423.83	\$ 883,068.14		\$ 127,129.65
State Bank of Taunton [0218]	Student Activities	\$ 30,773.24		\$ 2,800.00	\$ 4,122.31		\$ 29,450.93
State Bank of Taunton [0226]	Petty Cash	\$ 1,975.00		\$ -	\$ -		\$ 1,975.00
State Bank of Taunton [0234]	Payroll	\$ -		\$ 283,042.32	\$ 283,042.32		\$ -
PMA-MN Trust [2023A]	2023A	\$ 700,326.85	\$ 1,342.73	\$ -	\$ -	\$ 318,152.34	\$ 701,669.58
PMA-MN Trust [2023B]	2023B	\$ 1,955,359.71	\$ 4,119.74	\$ -	\$ -	\$ 782,796.88	\$ 1,959,479.45
PMA-MN Trust [Operating]	Investments	\$ 2,364,025.59	\$ 4,798.55	\$ 759,069.33	\$ 700,000.00	\$ 714,900.00	\$ 2,427,893.47
End of April 2025 Statement Totals: All Depositories		\$ 5,185,234.35	\$10,261.02	\$ 1,922,335.48	\$ 1,870,232.77	\$ 1,815,849.22	\$ 5,247,598.08

Net Cash Flow Increase From April 1, 2025 to April 30, 2025

\$ 62,363.73



FINANCIAL REPORT

ALL FUNDS | EXPENSES & REVENUES

Sequence: L, Fd			202310			202410			202510		
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	5,751,981.35	77%	7,904,910.00	5,879,166.16	74%	7,930,185.00	6,147,759.46	78%
02	Food Service Fund		383,205.00	351,940.46	92%	475,972.00	389,320.63	82%	517,663.00	394,368.15	76%
04	Community Service		173,307.00	194,520.49	112%	240,967.00	187,383.62	78%	253,575.00	209,290.49	83%
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	1,177,055.00	100%	1,177,800.00	1,173,900.00	100%	1,545,578.00	1,546,702.50	100%
E	Expenditure		9,235,227.00	7,475,497.30	81%	9,835,649.00	7,665,149.19	78%	10,511,359.00	8,298,120.60	79%
R	Revenue										
01	General Fund		(7,124,167.00)	(4,713,169.71)	66%	(7,760,002.00)	(5,266,192.36)	68%	(7,967,047.00)	(5,594,394.74)	70%
02	Food Service Fund		(401,540.00)	(293,539.53)	73%	(497,500.00)	(357,818.25)	72%	(501,520.00)	(370,450.40)	74%
04	Community Service		(158,930.00)	(101,809.80)	64%	(174,041.00)	(121,690.72)	70%	(191,756.00)	(135,657.69)	71%
06	Building Construction Fund		0.00	0.00	0%	(2,635,533.00)	(2,579,199.74)	98%	(85,000.00)	(98,071.31)	115%
07	Debt Service Fund		(1,162,368.00)	(536,994.04)	46%	(1,178,297.00)	(975,727.36)	83%	(1,714,917.00)	(1,277,654.47)	75%
21	Student Activity Account		0.00	(11,479.44)	0%	0.00	(8,102.56)	0%	0.00	(1,364.50)	0%
R	Revenue		(8,847,005.00)	(5,656,992.52)	64%	(12,245,373.00)	(9,308,730.99)	76%	(10,460,240.00)	(7,477,593.11)	71%



FINANCIAL REPORT

FUND 1 | REVENUES

Sequence: Fd, O/S			202310			202410			202510		
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)	(517,928.44)	31%	(1,818,631.00)	(925,874.90)	51%	(1,630,758.00)	(825,607.94)	51%
200 State Revenues			(4,275,406.00)	(3,416,486.60)	80%	(4,710,481.00)	(3,831,712.16)	81%	(4,861,105.00)	(3,818,237.58)	79%
			(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)	(408,475.11)	61%	(1,017,477.00)	(492,989.13)	48%	(1,185,850.00)	(767,544.05)	65%
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)	(48,909.00)	100%	(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)	(4,713,169.71)	66%	(7,760,002.00)	(5,266,192.36)	68%	(7,967,047.00)	(5,594,394.74)	70%



FINANCIAL REPORT

FUND 1 | EXPENSES

Sequence: Fd, O/S		202310			202410			202510		
Description		Budget BUD23	Year to Date	%	Budget BUD24	Year to Date	%	Budget BUD25	Year to Date	%
01	General Fund									
100	Salaries & Wages	3,939,478.00	2,965,858.79	75%	4,295,935.00	3,176,623.98	74%	4,417,885.00	3,261,758.71	74%
200	Employee Benefits	932,965.00	646,936.26	69%	1,119,935.00	755,248.54	67%	1,138,121.00	743,683.10	65%
300	Purchased Services	1,487,992.00	1,252,643.57	84%	1,443,025.00	1,156,341.03	80%	1,527,118.00	1,281,193.79	84%
400	Supplies & Materials	890,330.00	621,053.01	70%	787,395.00	558,510.93	71%	606,905.00	704,163.74	116%
500	Capital Expenditures	223,137.00	243,946.52	109%	234,000.00	211,146.24	90%	210,406.00	133,729.12	64%
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	5,751,981.35	77%	7,904,910.00	5,879,166.16	74%	7,930,185.00	6,147,759.46	78%





MNTrust Monthly Statement

Minneota ISD #414

Please Note:

THE FUND WILL BE CLOSED MAY 26TH IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY

Activity Summary (31273 - 101) Operating

4/1/2025 - 4/30/2025

Investment Pool Summary		IS
Beginning Balance		\$1,649,125.59
Dividends		\$4,798.55
Purchases		\$759,069.33
Redemptions		(\$700,000.00)
Ending Balance		\$1,712,993.47
Average Monthly Rate		4.275%
Share Price		\$1.000
Total		\$1,712,993.47
Total Fixed Income		\$714,900.00
Account Total		\$2,427,893.47

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

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



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



MNTrust Monthly Statement

Minneota ISD #414

Transaction Activity (31273 - 101) Operating

IS 4/1/2025 - 4/30/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11308101	04/02/2025	04/02/2025	Online Wire Redemption	(\$200,000.00)	\$0.00	\$1.000	(200,000.000)
11312244	04/07/2025	04/07/2025	Online Wire Redemption	(\$350,000.00)	\$0.00	\$1.000	(350,000.000)
11313891	04/09/2025	04/09/2025	State Funds Purchase, ISD 0414	\$0.00	\$48,043.32	\$1.000	48,043.320
11319152	04/15/2025	04/15/2025	State Funds Purchase, ISD 0414	\$0.00	\$281,378.70	\$1.000	281,378.700
11322062	04/17/2025	04/17/2025	State Funds Purchase, ISD 0414	\$0.00	\$1,668.00	\$1.000	1,668.000
11331247	04/29/2025	04/29/2025	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
11332178	04/30/2025	04/30/2025	State Funds Purchase, ISD 0414	\$0.00	\$427,979.31	\$1.000	427,979.310
11339108	04/30/2025	04/30/2025	Dividend Reinvest	\$0.00	\$4,798.55	\$1.000	4,798.550
				(\$700,000.00)	\$763,867.88		63,867.880

Beginning Balance: \$1,649,125.59 | Ending Balance: \$1,712,993.47



MNTrust Monthly Statement

Minneota ISD #414

Current Portfolio

4/30/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				04/30/2025		IS Account Balance	\$1,712,993.47	4.275%	\$1.000	\$1,712,993.47	\$1,712,993.47
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
							\$2,427,893.47			\$2,462,345.88	\$2,427,893.47

Time and Dollar Weighted Average Portfolio Yield: 4.165%

Weighted Average Portfolio Maturity: 337.27 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	70.555%	\$1,712,993.47	IS Account
CD	29.445%	\$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

Please Note:

THE FUND WILL BE CLOSED MAY 26TH IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY

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

4/1/2025 - 4/30/2025

Investment Pool Summary		IS
Beginning Balance		\$382,174.51
Dividends		\$1,342.73
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$383,517.24
Average Monthly Rate		4.275%
Share Price		\$1.000
Total		\$383,517.24
Total Fixed Income		\$318,152.34
Account Total		\$701,669.58

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

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



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



Transaction Activity (31273 - 201) 2023A Bonds

IS 4/1/2025 - 4/30/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11339109	04/30/2025	04/30/2025	Dividend Reinvest	\$0.00	\$1,342.73	\$1.000	1,342.730
				\$0.00	\$1,342.73		1,342.730

Beginning Balance: \$382,174.51 | Ending Balance: \$383,517.24



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

4/30/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				04/30/2025		IS Account Balance	\$383,517.24	4.275%	\$1.000	\$383,517.24	\$383,517.24
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	\$98,658.85
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
							\$701,669.58			\$733,137.62	\$708,926.09

Time and Dollar Weighted Average Portfolio Yield: 5.027%

Weighted Average Portfolio Maturity: 130.66 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	54.658%	\$383,517.24	IS Account
SEC	13.026%	\$91,402.34	Securities
CD	32.316%	\$226,750.00	Certificate of Deposit

Index

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

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

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

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

Deposit Codes

N | Single FEIN

Security Codes

6 | Treasury Note



MNTrust Monthly Statement

Minneota ISD #414

Please Note:

THE FUND WILL BE CLOSED MAY 26TH IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY

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

4/1/2025 - 4/30/2025

Investment Pool Summary		IS
Beginning Balance		\$1,172,562.83
Dividends		\$4,119.74
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$1,176,682.57
Average Monthly Rate		4.275%
Share Price		\$1.000
Total		\$1,176,682.57
Total Fixed Income		\$782,796.88
Account Total		\$1,959,479.45

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



MNTrust Monthly Statement

Minneota ISD #414

Transaction Activity (31273 - 202) 2023B Taxable Bonds

IS 4/1/2025 - 4/30/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11339110	04/30/2025	04/30/2025	Dividend Reinvest	\$0.00	\$4,119.74	\$1.000	4,119.740
				\$0.00	\$4,119.74		4,119.740

Beginning Balance: \$1,172,562.83 | Ending Balance: \$1,176,682.57



MNTrust Monthly Statement

Minneota ISD #414

Current Portfolio

4/30/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				04/30/2025		IS Account Balance	\$1,176,682.57	4.275%	\$1.000	\$1,176,682.57	\$1,176,682.57
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	\$197,317.71
CD	N	1353420-1	09/12/2023	09/12/2023	09/11/2025	First National Bank, AR	\$227,000.00	5.036%		\$249,861.59	\$227,000.00
CD	N	1353414-1	09/12/2023	09/12/2023	09/11/2025	Baxter Credit Union, IL	\$226,850.00	4.977%		\$249,867.79	\$226,850.00
CD	N	1353417-1	09/12/2023	09/12/2023	09/11/2025	First National Bank, ME	\$146,150.00	5.028%		\$161,143.66	\$146,150.00
							\$1,959,479.45			\$2,037,555.61	\$1,974,000.28

Time and Dollar Weighted Average Portfolio Yield: 5.007%

Weighted Average Portfolio Maturity: 131.28 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	60.051%	\$1,176,682.57	IS Account
SEC	9.329%	\$182,796.88	Securities
CD	30.620%	\$600,000.00	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

Minneota Public School
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General Fund	\$352,510.31
02	Food Service Fund	\$26,564.51
04	Community Service	\$3,018.82
Report Total		\$382,093.64

Detail Payment Register By Check

5/21/2025

8:21 AM

Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01	300 230 000 000 430	2 Expo block erasers	\$9.33		
PO#: 11127	Voucher #:	50270	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$9.33	
			E 01	300 420 000 740 433	Selizo 6 Pcs Expanding File Folder with 5 Pocke	\$53.97		
PO#: 11116	Voucher #:	50271	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$53.97	
			E 01	005 257 000 302 465	Logitech 101 Full HD Webcam	\$970.50		
			E 01	005 257 000 302 465	Freight	\$19.00		
PO#: 11132	Voucher #:	50272	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$989.50	
			E 01	300 211 000 000 401	Prom Supplies	\$3,104.81		
			E 01	005 110 000 000 401	Missing Receipts - 2	\$40.71		
			E 01	005 257 000 000 305	Abode Renewal	\$448.75		
			E 01	300 212 000 000 430	Art Supplies - Hot Clay	\$32.05		
			E 01	300 256 000 000 430	Math Supplies	\$140.00		
			E 01	300 292 207 000 369	National FCCLA Expenses	\$298.00		
			E 01	300 292 207 000 369	State FCCLA Expenses	\$7,189.56		
			E 01	300 294 221 000 369	State Wrestling Expenses	\$59.38		
			E 01	300 292 209 000 401	Robotics Supplies	\$267.73		
			E 01	300 292 209 000 369	Robotic Competition Expenses	\$3,907.76		
			E 01	300 296 228 000 401	Softball Supplies	\$162.25		
			E 01	300 790 000 000 369	High School Field Trip	\$227.49		
			E 01	300 211 000 000 401	Fundraiser Theater Microphones	\$799.96		
			E 01	100 203 030 000 430	Josephson Elementary Supplies	\$175.06		
			E 01	100 203 026 000 430	Gillingham Elementary Supplies	\$26.75		
			E 01	100 203 025 000 430	S Buysse Elementary Supplies	\$26.76		
			E 01	100 203 033 000 430	K Buysse Elementary Supplies	\$12.50		
			E 01	005 110 000 000 401	Monson Office Supplies	\$832.56		
			E 01	005 257 000 000 401	Technology Supplies - Replacement Battery	(\$2.34)		
			E 01	005 640 000 316 366	Staff Development	\$3,852.65		
			E 01	100 203 029 000 430	Gades Elementary Supplies	\$437.49		
			E 01	100 203 000 000 430	Ventris Learning	\$90.00		
			E 01	005 620 000 000 401	Minnehan Grant Books	\$249.56		
			E 02	005 770 000 701 401	Kitchen Supplies	\$16.84		
PO#:	Voucher #:	50273	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$22,396.28	
			E 01	300 256 000 000 430	Pencils	\$21.78		
			E 01	300 256 000 000 430	Expo Markers	\$23.49		
			E 01	300 256 000 000 430	Purple Flair Pens	\$14.44		
			E 01	300 256 000 000 430	Red Flair Pens	\$16.21		

Detail Payment Register By Check

5/21/2025

8:21 AM

Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01	300 256 000 000 430	Sticky Clips	\$7.99		
			E 01	300 256 000 000 430	Magnetic pencil clip	\$15.29		
			E 01	300 256 000 000 430	Whiteboard Eraser	\$4.99		
			E 01	300 256 000 000 430	Freight	\$3.19		
PO#: 11119	Voucher #:	50274	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$107.38	
			E 01	100 790 000 000 369	Elementary Field Trips	\$665.00		
			E 01	100 203 000 000 430	School Counselor Supplies	\$20.84		
			E 01	100 203 035 000 401	Viking Valor Supplies	\$53.33		
			E 01	005 760 000 720 440	Fuel	\$94.21		
			E 01	100 216 000 401 433	Title I Night Supplies	\$161.85		
			E 01	100 710 000 000 401	MCA Testing	\$48.02		
			E 01	300 292 236 035 401	Speech Supplies	\$101.62		
			E 01	300 298 000 000 401	Apple Subscription	\$12.74		
			R 01	005 000 000 000 099	B Marlyn Grant Books	\$96.34		
PO#:	Voucher #:	50275	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$1,253.95	
			E 01	100 203 028 000 430	I am Ruth Bader Ginsburg (Ordinary People Ch	\$13.05		
			E 01	100 203 028 000 430	BN-LINK Mini Wireless Remote Control Outlet S	\$23.99		
			E 01	100 203 028 000 430	I am Sally Ride (Ordinary People Change the W	\$15.16		
			E 01	100 203 028 000 430	25 Pack Plastic Clipboards Black Clip Boards wi	\$39.99		
			E 01	100 203 028 000 430	I am Neil Armstrong (Ordinary People Change tr	\$9.69		
			E 01	100 203 028 000 430	AILIHEN Headphones Bulk for Classroom 10 Pa	\$74.69		
			E 01	100 203 028 000 430	Mickey Mouse Hand Cutouts - 36 Pieces - Educ	\$15.50		
			E 01	100 203 028 000 430	Eureka Disney Mickey Mouse Bookmarks for Stu	\$15.98		
			E 01	100 203 028 000 430	Paper Mate InkJoy Gel Pens, Medium Point, Ass	\$15.99		
			E 01	100 203 028 000 430	Paper Mate Felt Tip Pens, Flair Marker Pens, M	\$19.99		
			E 01	100 203 028 000 430	Who Is Simone Biles? (Who HQ Now)	\$4.78		
			E 01	100 203 028 000 430	Who Is LeBron James? (Who Was?)	\$5.00		
			E 01	100 203 028 000 430	Who Is Travis Kelce? (Who HQ Now)	\$4.78		
			E 01	100 203 028 000 430	Who Is Caitlin Clark? (Who HQ Now)	\$5.99		
			E 01	100 203 028 000 430	Who Is Katie Ledecky? (Who HQ Now)	\$5.99		
			E 01	100 203 028 000 430	Who Is Aaron Judge? (Who HQ Now)	\$5.57		
			E 01	100 203 028 000 430	The Story of Walt Disney: An Inspiring Biograph	\$6.99		
			E 01	100 203 028 000 430	I Survived the Great Molasses Flood, 1919 (I Su	\$12.08		
			E 01	100 203 028 000 430	Freight	\$11.66		
PO#: 11097	Voucher #:	50276	Invoice	Invoice No: 3/31/25	4/22/2025	Paid Amt:	\$306.87	

Detail Payment Register By Check

5/21/2025

8:21 AM

Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01	300 230 000 000 430	12 Pack Red Expo Markers	\$11.49		
PO#: 11109	Voucher #:	50277	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$11.49	
			E 01	300 420 000 740 433	Scissors Bulk Set of 5-Pack, Niutop 8" Multipurp	\$9.99		
			E 01	300 420 000 740 433	Kids Bookshelf and Toy Storage Shelf, Wooden	\$219.99		
			E 01	300 408 000 740 433	Guidecraft EdQ Cubby Bin Storage Organizer N	\$159.99		
			E 01	300 408 000 740 433	Freight	\$4.30		
			E 01	300 420 000 740 433	Freight	\$6.18		
PO#: 11111	Voucher #:	50278	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$400.45	
			E 01	300 341 000 830 433	Micro Bit Battery Pack	\$9.99		
			E 01	300 341 000 830 433	AAA Rechareable Batteries	\$27.84		
			E 01	300 341 000 830 433	Uxcell Mini Screddrivers	\$11.18		
			E 01	300 341 000 830 433	Plastic Storage containers	\$73.67		
PO#: 11115	Voucher #:	50279	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$122.68	
			E 01	100 203 021 000 430	https://www.amazon.com/Yuanhe-Magnetic-Cou	\$21.84		
PO#: 11113	Voucher #:	50280	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$21.84	
			E 01	100 216 000 401 433	https://www.amazon.com/XOSDA-Headphones-	\$10.99		
			E 01	100 216 000 401 433	https://www.amazon.com/Duracell-Coppertop-A/	\$18.64		
			E 01	100 216 000 401 433	Freight	\$6.95		
PO#: 11092	Voucher #:	50281	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$36.58	
			E 01	300 292 209 000 401	Canon EOS 2000D / Rebel T7 DSLR Camera B	\$394.00		
			E 01	300 292 209 000 401	HKS Crimping Tool for Sleeves Ferrule Terminal	\$19.99		
			E 01	300 292 209 000 401	Lenovo Laptop Bag T210, Messenger Shoulder I	\$79.95		
			E 01	300 292 209 000 401	Logitech M240 Silent Bluetooth Mouse	\$74.95		
			E 01	300 292 209 000 401	Milwaukee 48-11-2440 M12 REDLITHIUM XC 4	\$43.99		
			E 01	300 292 209 000 401	M12 Rivet Tool - No Charger, No Battery, Bare Tr	\$214.33		
			E 01	300 292 209 000 401	TICONN Clear Safety Glasses for Men 12pk	\$12.34		
			E 01	300 292 209 000 401	Logitech G Extreme 3D Pro USB Joystick for W	\$33.48		
			E 01	300 292 209 000 401	EMART 10ft Square Backdrop Stand Heavy Dut	\$469.99		
			E 01	300 292 209 000 401	Freight	\$5.98		
PO#: 11122	Voucher #:	50282	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$1,349.00	
			E 01	300 260 000 000 430	EISCO Neoprene Bunsen Burner Hose, 3 ft (0.9	\$183.48		
			E 01	300 260 000 000 430	3000pcs 4.5" Wooden Craft Sticks	\$26.99		
			E 01	300 260 000 000 430	ULAB Scientific Glass Beaker Set 4pk	\$35.96		
			E 01	300 260 000 000 430	Complete Vacuum Filtration Kit	\$531.92		
			E 01	300 260 000 000 430	Lab Analytical Balance 500g×0.001g Accuracy C	\$185.99		
			E 01	300 260 000 000 430	EISCO 10PK Filter Funnels, 3" - Polyethylene P	\$15.79		

Detail Payment Register By Check

5/21/2025

8:21 AM

Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	3034			elan Corporate		Wire
			E 01	300 260 000 000 430	Butchers Twine 656 Feet	\$9.97
			E 01	300 260 000 000 430	Organic Chemistry Stencil and Drawing Templat	\$77.94
			E 01	300 260 000 000 430	Volumetric Pipette, 25ml Capacity, Pack of 10	\$31.98
			E 01	300 260 000 000 430	1000 Pcs Plastic Transfer Pipettes Disposable C	\$27.99
			E 01	300 260 000 000 430	Sherr 250 Pack 100ml Weigh Boats Medium Bu	\$53.98
			E 01	300 260 000 000 430	20 Pcs Glass Beaker, Heavy Duty Lab Beaker 1l	\$26.99
			E 01	300 260 000 000 430	6PK Lab Spatula Spoon, 9" - Stainless Steel	\$28.49
			E 01	300 260 000 000 430	250ml Volumetric Flask, 3.3 Boro Glass, Class A	\$59.97
			E 01	300 260 000 000 430	Swpeet 267 Pcs Organic Chemistry Molecular M	\$22.99
			E 01	300 260 000 000 430	EXPO Low Odor Dry Erase Markers, Chisel Tip,	\$22.55
			E 01	300 260 000 000 430	Credit	(\$179.44)
PO#: 11128	Voucher #:	50283	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt: \$1,163.54
			E 01	300 408 000 740 433	Forvencer 24 Pocket Project Organizer, 1/3-cut *	\$12.98
			E 01	300 408 000 740 433	Wireless Keyboard and Mouse Combo	\$28.82
			E 01	300 408 000 740 433	Azar Displays 250045 Clear Plastic Wall Mount	\$39.99
			E 01	300 408 000 740 433	Sensory Activity Board: Silicone Fidget Toy for C	\$19.90
			E 01	300 408 000 740 433	Smart but Scattered: The Revolutionary Executiv	\$18.55
			E 01	300 408 000 740 433	The Executive Function Guidebook: Strategies to	\$34.13
			E 01	300 408 000 740 433	The Teens' Workbook to Self Regulate: Empowe	\$15.91
			E 01	300 420 000 740 433	Selizo 6 Pcs Expanding File Folder with 5 Pocke	\$17.99
PO#: 11116	Voucher #:	50284	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt: \$188.27
			E 01	005 257 000 000 401	Samsung 500GB SSD for Scott's Desktop	\$54.60
			E 01	005 257 000 000 401	Webcams	\$49.98
PO#: 11095	Voucher #:	50285	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt: \$104.58
			E 01	300 211 000 000 430	Must Know High School ESL	\$20.00
			E 01	100 219 000 317 430	English Made Easy Volume One: A New ESL Ap	\$11.34
			E 01	100 219 000 317 430	English Made Easy Volume Two: A New ESL Ap	\$13.50
			E 01	100 219 000 317 430	Kasfalci CVCC & CCVC Puzzle Cards for Kids, *	\$15.99
			E 01	100 219 000 317 430	Flash Cards for Toddlers 2-4 Years - Jumbo Let	\$32.99
			E 01	100 219 000 317 430	ESL Stories for Preschool: Book 2 (ESL Stories	\$21.02
			E 01	100 219 000 317 430	ESL Stories for Preschool: Book 1 (ESL Stories	\$19.27
			E 01	100 219 000 317 430	50 Verb Flashcards, Picture & Word Cards Actic	\$9.99
			E 01	100 219 000 317 430	AGO QnA ESL Card Game for Learning English	\$29.95
			E 01	100 219 000 317 430	English-Spanish First Little Readers: Guided Re	\$15.39
			E 01	100 219 000 317 430	English-Spanish First Little Readers: Guided Re	\$17.81
			E 01	100 219 000 317 430	Spanish Short Stories for Beginners Volume 2: 2	\$14.95

Detail Payment Register By Check

5/21/2025

8:21 AM

Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01	100 219 000 317 430	The Dual-Language Storybook: Spanish and En	\$14.99		
			E 01	100 219 000 317 430	Junior Learning JL217 Comprehension Flashcar	\$10.99		
			E 01	100 219 000 317 430	Scholastic Success with Reading Comprehensic	\$14.67		
			E 01	100 219 000 317 430	gisgfm 7 Pcs Hispanic Culture Posters Set His	\$7.99		
			E 01	100 219 000 317 430	ESL picture workbook for beginners. ESL teach	\$11.99		
			E 01	100 219 000 317 430	24 Pcs Finger Puppets Set,Soft Plush Finger Pl	\$14.99		
PO#: 11086	Voucher #:	50286	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$297.82	
			E 01	300 230 000 000 430	Magnetic Spinner 3 pack	\$15.99		
			E 01	300 230 000 000 430	AGO Spanish Card Game	\$47.80		
			E 01	300 230 000 000 430	Dry Erase Blocks	\$19.68		
			E 01	300 230 000 000 430	12 pk erasable markers	\$11.24		
			E 01	300 230 000 000 430	6 pack purple erasable pens	\$13.95		
PO#: 11114	Voucher #:	50287	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$108.66	
			E 01	300 292 209 000 401	Dell Inspiron 15.6" Touchscreen Laptop Comput	\$2,439.96		
			E 01	300 292 209 000 401	MAXXT Band Saw with Lightweight Aluminum B	\$395.99		
			E 01	300 292 209 000 401	Elegato Green Screen	\$89.99		
			E 01	300 292 209 000 401	Background 5x7ft Non-Woven Fabric Solid Colo	\$11.98		
PO#: 11103	Voucher #:	50288	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$2,937.92	
			E 01	100 203 027 000 430	Stassen Elementary Supplies	\$35.79		
PO#:	Voucher #:	50289	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$35.79	
			E 01	300 298 000 000 401	Softball Rules Book 2025	\$16.00		
			E 01	300 298 000 000 401	Softball Case Book 2025	\$8.00		
			E 01	300 298 000 000 401	Baseball Rules Book 2025	\$16.00		
			E 01	300 298 000 000 401	Baseball Case Book 2025	\$8.00		
			E 01	300 298 000 000 401	USGA Rules of Golf Book	\$13.00		
			E 01	300 298 000 000 401	Freight	\$14.58		
PO#: 11089	Voucher #:	50268	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$75.58	
			E 01	300 294 221 000 401	Guillotine Yearly Patches-75 wins	\$18.00		
			E 01	300 294 221 000 401	Guillotine Yearly Patches-100 wins	\$24.00		
PO#: 11088	Voucher #:	50269	Invoice	Invoice No: 3/31/25 Stmt	4/22/2025	Paid Amt:	\$42.00	
						Check Amount:	\$32,013.48	
SBT	00127			COMMISSIONER OF REVENUE		Wire		
			B 01	215 013	ST TAX	\$6,682.17		
PO#:	Voucher #:	50304	Invoice	Invoice No: S2025200	4/24/2025	Paid Amt:	\$6,682.17	
						Check Amount:	\$6,682.17	

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA		\$8,290.86			
PO#:	Voucher #:	50305	Invoice	Invoice No: S2025200	4/24/2025	Paid Amt:	\$8,290.86	Check Amount:	\$8,290.86
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA		\$23,806.43			
PO#:	Voucher #:	50307	Invoice	Invoice No: S2025200	4/24/2025	Paid Amt:	\$23,806.43	Check Amount:	\$23,806.43
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 #:	50300	Invoice	Invoice No: S2025200	4/24/2025	Paid Amt:	\$3,084.71	Check Amount:	\$3,084.71
SBT	3017			EFTPS		Wire			
			B 01 215 010	FICA/MD		\$30,127.56			
			B 01 215 011	FED TAX		\$12,089.91			
PO#:	Voucher #:	50302	Invoice	Invoice No: S2025200	4/24/2025	Paid Amt:	\$42,217.47	Check Amount:	\$42,217.47
SBT	3022			Common Remitter		Wire			
			B 01 215 005	PAYANNU		\$5,532.11			
PO#:	Voucher #:	50308	Invoice	Invoice No: S2025200	4/24/2025	Paid Amt:	\$5,532.11	Check Amount:	\$5,532.11
			B 01 215 005	PAYANNU		\$200.34			
PO#:	Voucher #:	50306	Invoice	Invoice No: S2025200	4/24/2025	Paid Amt:	\$200.34	Check Amount:	\$200.34
			B 01 215 005	PAYANNU		\$695.29			
PO#:	Voucher #:	50301	Invoice	Invoice No: S2025200	4/24/2025	Paid Amt:	\$695.29	Check Amount:	\$6,427.74
SBT	3034			elan Corporate		Wire			
			E 01 005 640 000 316 366	D Moriarty Carl Perkins Expense		\$995.00			
PO#:	Voucher #:	50309	Invoice	Invoice No: Carl Perkins Pmt	4/24/2025	Paid Amt:	\$995.00	Check Amount:	\$995.00
SBT	4275			Northeast Service Coop		Wire			
			B 01 215 032	Dental Insurance - Payroll Deduction		\$1,978.00			
PO#:	Voucher #:	50314	Invoice	Invoice No: 2238	4/25/2025	Paid Amt:	\$1,978.00	Check Amount:	\$1,978.00

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	3034			elan Corporate		Wire			
		E 01	300 292 207 000 366	Carl Perkin's - FCCLA Travel		\$554.41			
		E 01	300 331 000 830 433	Carl Perkin's - Freeze Dryer		\$3,145.00			
PO#:	Voucher #:	50320	Invoice	Invoice No: Carl Perkins Reim.	4/25/2025	Paid Amt:	\$3,699.41		
						Check Amount:	\$3,699.41		
SBT	4275			Northeast Service Coop		Wire			
		B 01	215 032	April Dental Insurance		\$1,978.00			
PO#:	Voucher #:	50315	Invoice	Invoice No: 2200	4/25/2025	Paid Amt:	\$1,978.00		
						Check Amount:	\$1,978.00		
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 #:	50347	Invoice	Invoice No: 7002364196	5/1/2025	Paid Amt:	\$6,582.24		
						Check Amount:	\$6,582.24		
SBT	00602			Performance Foodservice - Marshall		Wire			
		E 02	005 770 000 701 491	Commodity Shipping		\$468.52			
PO#:	Voucher #:	50350	Invoice	Invoice No: Comm. Ship. Foods	4/30/2025	Paid Amt:	\$468.52		
						Check Amount:	\$468.52		
SBT	3034			elan Corporate		Wire			
		E 01	300 292 207 000 366	C Van Keulen National Flight		\$287.78			
		E 01	300 292 207 000 366	L Bot National Flight		\$287.78			
PO#:	Voucher #:	50357	Invoice	Invoice No: Carl Perkins Expense	5/5/2025	Paid Amt:	\$575.56		
						Check Amount:	\$575.56		
SBT	00127			COMMISSIONER OF REVENUE		Wire			
		B 01	215 013	ST TAX		\$6,093.22			
PO#:	Voucher #:	50389	Invoice	Invoice No: S2025210	5/7/2025	Paid Amt:	\$6,093.22		
						Check Amount:	\$6,093.22		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
		B 01	215 017	PERA		\$6,840.98			
PO#:	Voucher #:	50390	Invoice	Invoice No: S2025210	5/7/2025	Paid Amt:	\$6,840.98		
						Check Amount:	\$6,840.98		
SBT	00710			TEACHERS RETIREMENT		Wire			
		B 01	215 018	TRA		\$24,011.82			
PO#:	Voucher #:	50392	Invoice	Invoice No: S2025210	5/7/2025	Paid Amt:	\$24,011.82		
						Check Amount:	\$24,011.82		

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
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 #:	50385	Invoice	Invoice No: S2025210	5/7/2025	Paid Amt: \$3,084.71
						Check Amount: \$3,084.71
SBT	3017			EFTPS		Wire
			B 01 215 010	FICA/MD		\$28,428.64
			B 01 215 011	FED TAX		\$11,022.09
PO#:	Voucher #:	50387	Invoice	Invoice No: S2025210	5/7/2025	Paid Amt: \$39,450.73
						Check Amount: \$39,450.73
SBT	3022			Common Remitter		Wire
			B 01 215 005	PAYANNU		\$5,531.95
PO#:	Voucher #:	50393	Invoice	Invoice No: S2025210	5/7/2025	Paid Amt: \$5,531.95
			B 01 215 005	PAYANNU		\$200.34
PO#:	Voucher #:	50391	Invoice	Invoice No: S2025210	5/7/2025	Paid Amt: \$200.34
			B 01 215 005	PAYANNU		\$695.13
PO#:	Voucher #:	50386	Invoice	Invoice No: S2025210	5/7/2025	Paid Amt: \$695.13
						Check Amount: \$6,427.42
SBT	3017			EFTPS		Wire
			B 01 215 010	FICA/MD		\$292.38
PO#:	Voucher #:	50395	Invoice	Invoice No: S202521S0	5/7/2025	Paid Amt: \$292.38
						Check Amount: \$292.38
SBT	3034			elan Corporate		Wire
			E 01 100 203 033 000 430	K Buysse Elementary Supplies		\$12.50
			E 01 005 640 000 316 366	Staff Development		\$2,051.53
			E 01 005 257 000 000 401	Technology Supplies		\$122.47
			E 02 005 770 000 701 490	Kitchen Supplies - Soup		\$20.64
			E 01 100 790 000 000 369	Elementary Field Trips		\$80.59
			E 01 005 760 000 720 440	Fuel		\$266.82
			E 01 005 110 000 000 329	Postage		\$303.00
			E 01 100 203 000 000 405	Subscriptions - N J		\$35.00
			E 01 100 203 000 000 405	Apple Subscriptions		\$12.74
			E 01 005 720 000 000 401	Nurse Membership		\$38.75
			E 01 300 292 207 000 369	FCCLA National Expenses		\$14,451.18
			E 01 300 211 000 000 401	Prom Supplies		\$1,467.78
			E 01 300 211 000 000 401	Senior Class		\$874.82

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01	300 292 208 000 369	State FFA Expenses	\$3,536.98		
			E 01	300 211 000 000 401	Student Council Supplies	\$204.98		
			E 01	005 810 000 000 401	Custodial Supplies	\$55.82		
PO#:	Voucher #:	50421	Invoice	Invoice No:	April/May 25 Stmt	5/14/2025	Paid Amt:	\$23,535.60
			E 01	300 260 000 000 430	VEVOR New Laboratory Glassware 24/40 Chen	\$689.90		
			E 01	300 260 000 000 430	Electric Magnetic Stirring Heating Mantle	\$696.24		
			E 01	300 260 000 000 430	500ml Volumetric Flask 2pk	\$52.78		
			E 01	300 260 000 000 430	Utile Glass Erlenmeyer Flask Set, 1000ml 3pk	\$31.98		
			E 01	300 260 000 000 430	Organic Chemistry Stencil and Drawing Templat	\$51.96		
			E 01	300 260 000 000 430	Sawysine 12 Pcs 250ml Plastic Safety Wash Bc	\$17.98		
			E 01	300 260 000 000 430	Upgraded 6 Size Low Form Glass Beaker Set, 2l	\$84.95		
			E 01	300 260 000 000 430	(Pack of 10) 39" Wood Double-Sided Meter Stic	\$57.98		
			E 01	300 260 000 000 430	Credit	(\$172.57)		
PO#: 11128	Voucher #:	50422	Invoice	Invoice No:	April/May 25 Stmt	5/14/2025	Paid Amt:	\$1,511.20
							Check Amount:	\$25,046.80
SBT	51809	4484		District Management Group		Check		
			E 04	701 590 000 353 305	DM Schedules - St Edwards	\$575.00		
PO#:	Voucher #:	50265	Invoice	Invoice No:	202515	4/17/2025	Paid Amt:	\$575.00
							Check Amount:	\$575.00
SBT	51810	4104		ED WATTS		Check		
			E 01	300 294 215 000 305	4/21 Baseball Official	\$190.00		
PO#:	Voucher #:	50266	Invoice	Invoice No:	4/21 Baseball	4/17/2025	Paid Amt:	\$190.00
							Check Amount:	\$190.00
SBT	51811	2505		Minneota Bus Service		Check		
			E 01	005 760 000 726 360	Band Runs	\$482.04		
			E 01	005 760 000 723 360	Monte SPED Shuttle	\$4,602.81		
			E 01	005 760 000 723 360	ECSE Trips	\$1,509.80		
			E 01	300 298 230 733 305	Canby Runs	\$667.62		
			E 01	300 294 213 733 305	BBB Bussing	\$242.08		
			E 01	100 790 000 733 305	Elementary Field Trips	\$454.55		
			E 01	300 790 000 313 305	Ag Day	\$236.68		
			E 01	300 790 000 733 305	High School Field Trips	\$478.55		
			E 01	300 292 236 035 366	Speech Bussing	\$367.78		
PO#:	Voucher #:	50267	Invoice	Invoice No:	March 2025 Trips	4/17/2025	Paid Amt:	\$9,041.91
							Check Amount:	\$9,041.91

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51813	4104		ED WATTS		Check
			E 01 300 296 228 000 305	4/22 Softball Official		\$250.00
PO#:	Voucher #:	50292	Invoice	Invoice No: 4/22 Softball	4/22/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
SBT	51814	4341		Kari Loft		Check
			E 01 300 296 228 000 305	4/22 Softball Official		\$250.00
PO#:	Voucher #:	50293	Invoice	Invoice No: 4/22 Softball	4/22/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
SBT	51815	3327		MICHAEL SWAN		Check
			E 01 300 294 215 000 305	4/25 Baseball Official		\$200.00
PO#:	Voucher #:	50291	Invoice	Invoice No: 4/25 Baseball	4/22/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
SBT	51816	1788		PIPESTONE ISD #2689		Check
			E 01 300 292 236 035 369	Speech Registration Fees		\$98.00
PO#:	Voucher #:	50296	Invoice	Invoice No: Speech Fees	4/22/2025	Paid Amt: \$98.00
						Check Amount: \$98.00
SBT	51817	1159		REDWOOD VALLEY HIGH SCHOOL		Check
			E 01 300 292 236 035 369	Speech Registration Fees		\$147.00
PO#:	Voucher #:	50295	Invoice	Invoice No: Speech Fees	4/22/2025	Paid Amt: \$147.00
						Check Amount: \$147.00
SBT	51818	4582		Rick Haberman		Check
			E 01 300 296 228 000 305	4/22 Softball Official		\$190.00
PO#:	Voucher #:	50298	Invoice	Invoice No: 4/22 Softball	4/22/2025	Paid Amt: \$190.00
						Check Amount: \$190.00
SBT	51819	01833		RTR PUBLIC SCHOOL		Check
			E 01 300 292 236 035 369	Speech Registration Fees		\$63.00
PO#:	Voucher #:	50297	Invoice	Invoice No: Speech Fees	4/22/2025	Paid Amt: \$63.00
						Check Amount: \$63.00
SBT	51820	3389		STEVE JOHNSON		Check
			E 01 300 294 215 000 305	4/25 Baseball Official		\$200.00
PO#:	Voucher #:	50290	Invoice	Invoice No: 4/25 Baseball	4/22/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
SBT	51821	4333		Minneota Public Schools		Check
			E 01 300 292 236 035 369	3 Students - 2 Days		\$45.00
			E 01 300 292 236 035 369	3 Students - 2 Days		\$45.00
			E 01 300 292 236 035 369	2 Coaches - 2 Days		\$70.00

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51821	4333		Minneota Public Schools		Check			
			E 01 300 292 236 035 369	2 Coaches - 2 Days		\$70.00			
PO#:	Voucher #:	50299	Invoice	Invoice No: State Speech	4/23/2025	Paid Amt:	\$230.00		
						Check Amount:	\$230.00		
SBT	51822	4389		Ireland Stassen		Check			
			E 01 300 296 228 000 305	4/24 Softball Official		\$60.00			
PO#:	Voucher #:	50294	Invoice	Invoice No: 4/24 Softball	4/24/2025	Paid Amt:	\$60.00		
						Check Amount:	\$60.00		
SBT	51823	01568		Minneota Education Minnesota Organization		Check			
			B 01 215 028	DUES		\$1,266.70			
PO#:	Voucher #:	50303	Invoice	Invoice No: S2025200	4/24/2025	Paid Amt:	\$1,266.70		
						Check Amount:	\$1,266.70		
SBT	51824	4322		AFSCME		Check			
			B 01 215 027	4/10 Payroll Dues		\$386.76			
			B 01 215 027	4/25 Payroll Dues		\$386.76			
PO#:	Voucher #:	50310	Invoice	Invoice No: April 2025 Dues	4/25/2025	Paid Amt:	\$773.52		
						Check Amount:	\$773.52		
SBT	51825	00017		AMERICAN FAMILY ASSURANCE		Check			
			B 01 215 026	Group Cancer - Payroll Deduct		\$996.12			
PO#:	Voucher #:	50311	Invoice	Invoice No: 727172	4/25/2025	Paid Amt:	\$996.12		
						Check Amount:	\$996.12		
SBT	51826	01418		HORACE MANN		Check			
			B 01 215 051	JV Auto Insurance		\$42.46			
			B 01 215 051	KL Auto Insurance		\$505.90			
PO#:	Voucher #:	50313	Invoice	Invoice No: April Deduction	4/25/2025	Paid Amt:	\$548.36		
						Check Amount:	\$548.36		
SBT	51827	3303		Legal Shield		Check			
			B 01 215 033	Legal Insurance - Payroll Deduction		\$181.40			
PO#:	Voucher #:	50318	Invoice	Invoice No: 04/15/2025	4/25/2025	Paid Amt:	\$181.40		
						Check Amount:	\$181.40		
SBT	51828	1080		MN NCPERS Life Insurance		Check			
			B 01 215 025	SB Life - Insurance		\$16.00			
PO#:	Voucher #:	50319	Invoice	Invoice No: 185001052025	4/25/2025	Paid Amt:	\$16.00		
						Check Amount:	\$16.00		

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Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51830	2490		US Able Life		Check			
			B 01 215 027	Life Insurance - Payroll Deduction		\$44.80			
PO#:	Voucher #:	50317	Invoice	Invoice No: 0005630208	4/25/2025	Paid Amt:	\$44.80		
						Check Amount:	\$44.80		
SBT	51831	2490		US Able Life		Check			
			B 01 215 027	Group Life - Insurance Deduction		\$109.20			
PO#:	Voucher #:	50316	Invoice	Invoice No: 0005630199	4/25/2025	Paid Amt:	\$109.20		
						Check Amount:	\$109.20		
SBT	51832	4518		VSP Insurance Co (CT)		Check			
			B 01 215 034	Vision Insurance - Payroll Deduction		\$195.76			
PO#:	Voucher #:	50312	Invoice	Invoice No: 822645947	4/25/2025	Paid Amt:	\$195.76		
						Check Amount:	\$195.76		
SBT	51833	3558		ADVANCED HEALTH, SAFETY, & SECURITY		Check			
			E 01 005 810 000 000 350	Service Call - Elementary Workroom Reader		\$185.00			
PO#:	Voucher #:	50321	Invoice	Invoice No: IN5829MN	4/28/2025	Paid Amt:	\$185.00		
						Check Amount:	\$185.00		
SBT	51834	3324		BLAIR MILLER		Check			
			E 01 300 296 228 000 305	5/1 Softball Official		\$125.00			
PO#:	Voucher #:	50331	Invoice	Invoice No: 5/1 Softball	4/28/2025	Paid Amt:	\$125.00		
						Check Amount:	\$125.00		
SBT	51835	3958		CHRIS BAUMBERGER		Check			
			E 01 300 296 228 000 305	5/1 Softball Official		\$125.00			
PO#:	Voucher #:	50332	Invoice	Invoice No: 5/1 Softball	4/28/2025	Paid Amt:	\$125.00		
						Check Amount:	\$125.00		
SBT	51836	3926		CHRISTIAN GUENTHER		Check			
			E 01 300 294 215 000 305	4/29 Baseball Official		\$200.00			
PO#:	Voucher #:	50328	Invoice	Invoice No: 4/29 Baseball	4/28/2025	Paid Amt:	\$200.00		
						Check Amount:	\$200.00		
SBT	51838	01527		FRANKS ELECTRIC & PLUMBING INC		Check			
			E 01 005 865 000 370 350	Lights - Storage Room		\$161.98			
PO#:	Voucher #:	50338	Invoice	Invoice No: 26733-C	4/28/2025	Paid Amt:	\$161.98		
			E 01 005 865 000 381 350	Leaking Toilet - Elementary Bathroom		\$244.42			
PO#:	Voucher #:	50337	Invoice	Invoice No: 26737-C	4/28/2025	Paid Amt:	\$244.42		
			E 01 005 865 000 370 350	Science Room - Faucet		\$668.06			
PO#:	Voucher #:	50339	Invoice	Invoice No: 26730-C	4/28/2025	Paid Amt:	\$668.06		
						Check Amount:	\$1,074.46		

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51840	00352		J W PEPPER OF MINNEAPOLIS		Check		
			E 01	300 258 231 000 430	10042175 Tell my Father TTB Octavo	\$87.50		
			E 01	100 258 231 000 430	8070225 Dream Isaiah Saw SATB Octavo	\$153.45		
			E 01	100 258 231 000 430	11203539 Baba Yetu SATB Octavo	\$150.00		
			E 01	100 258 231 000 430	Shipping	\$0.00		
PO#: 11125	Voucher #:	50323	Invoice	Invoice No: 367471466	4/28/2025	Paid Amt:	\$390.95	
			E 01	100 258 231 000 430	10026804 High Flight SSA Octavo	\$78.75		
			E 01	100 258 231 000 430	8070225 Dream Isaiah Saw SATB Octavo	\$69.30		
			E 01	100 258 231 000 430	Freight	\$32.99		
PO#: 11125	Voucher #:	50322	Invoice	Invoice No: 367471314	4/28/2025	Paid Amt:	\$181.04	
						Check Amount:	\$571.99	
SBT	51841	4336		Jessica Verly		Check		
			E 01	005 760 000 723 360	Transportation Agreement - 4/14 - 4/24	\$548.78		
PO#:	Voucher #:	50324	Invoice	Invoice No: 4/14 - 4/24	4/28/2025	Paid Amt:	\$548.78	
						Check Amount:	\$548.78	
SBT	51842	4485		Luke Tietz		Check		
			E 01	300 294 215 000 305	4/29 Baseball Official	\$200.00		
PO#:	Voucher #:	50327	Invoice	Invoice No: 4/29 Baseball	4/28/2025	Paid Amt:	\$200.00	
						Check Amount:	\$200.00	
SBT	51843	4298		Mason Sellner		Check		
			E 01	300 294 215 000 305	5/2 Baseball Official	\$60.00		
PO#:	Voucher #:	50334	Invoice	Invoice No: 5/2 Baseball	4/28/2025	Paid Amt:	\$60.00	
						Check Amount:	\$60.00	
SBT	51844	3327		MICHAEL SWAN		Check		
			E 01	300 296 228 000 305	4/29 Softball Official	\$200.00		
PO#:	Voucher #:	50329	Invoice	Invoice No: 4/29 Softball	4/28/2025	Paid Amt:	\$200.00	
						Check Amount:	\$200.00	
SBT	51845	4489		Minneota Dollar for Scholars		Check		
			R 01	005 000 000 000 099	2025 Red Cross Scholarship	\$2,500.00		
PO#:	Voucher #:	50340	Invoice	Invoice No: 2025 Red Cross	4/28/2025	Paid Amt:	\$2,500.00	
						Check Amount:	\$2,500.00	
SBT	51846	4580		Plastic Perfection LLC		Check		
			E 01	100 203 000 000 406	Laptop Keyboard Trainer	\$255.00		
			E 01	100 203 000 000 406	Freight	\$25.00		
PO#: 11124	Voucher #:	50325	Invoice	Invoice No: 138-25	4/28/2025	Paid Amt:	\$280.00	
						Check Amount:	\$280.00	

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Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51847	2474		School Nurse Supply, Inc.		Check
			E 01 005 720 000 000 401	Instant Cold Packs - 5" x 9" Large (24-ct)		\$58.00
			E 01 005 720 000 000 401	SNS Facial Tissues (100-ct)		\$7.56
			E 01 005 720 000 000 401	Non-Woven Disposable Covers - 5" x 10" (100-c		\$33.50
			E 01 005 720 000 000 401	5 oz Economy Flat Bottom Plastic Cups (100-ct)		\$28.14
			E 01 005 720 000 000 401	Eye Cups - Plastic (Sterile)		\$13.50
			E 01 005 720 000 000 401	Zoll AED Plus - Pediatric Padz (Only)		\$150.00
PO#: 11129	Voucher #:	50336	Invoice	Invoice No: 1050097-IN	4/28/2025	Paid Amt: \$290.70
						Check Amount: \$290.70
SBT	51848	3389		STEVE JOHNSON		Check
			E 01 300 296 228 000 305	4/29 Softball Official		\$200.00
PO#:	Voucher #:	50330	Invoice	Invoice No: 4/29 Softball	4/28/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
SBT	51850	2505		Minneota Bus Service		Check
			E 01 005 760 000 720 305	Tuition Routes		\$3,736.37
			E 01 005 760 000 720 305	Regular Routes		\$33,482.82
PO#:	Voucher #:	50342	Invoice	Invoice No: May 2025 Routes	4/30/2025	Paid Amt: \$37,219.19
						Check Amount: \$37,219.19
SBT	51851	3976		ROXBURY SOUND AND LIGHTS		Check
			E 01 300 211 000 000 401	2025 Prom DJ		\$750.00
PO#:	Voucher #:	50341	Invoice	Invoice No: 3	4/30/2025	Paid Amt: \$750.00
						Check Amount: \$750.00
SBT	51852	3729		Border States Electric		Check
			E 01 005 865 000 370 401	33LADP EZ1 N100		\$416.00
PO#:	Voucher #:	50343	Invoice	Invoice No: 929954087	5/1/2025	Paid Amt: \$416.00
						Check Amount: \$416.00
SBT	51853	4583		Easton Johnston		Check
			E 01 300 294 215 000 305	5/1 Baseball Official		\$60.00
PO#:	Voucher #:	50344	Invoice	Invoice No: 5/1 Baseball	5/1/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51854	3908		JEREMIASON PHOTO		Check
			E 01 005 810 000 000 530	Solar Project Pictures		\$50.00
			E 01 300 211 000 000 401	Prom Photographer		\$200.00
PO#:	Voucher #:	50349	Invoice	Invoice No: 042825MHS	5/1/2025	Paid Amt: \$250.00
						Check Amount: \$250.00

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Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51855	1926		LAKESHORE BASICS AND BEYOND		Check
			E 01 100 203 037 000 401	https://www.lakeshorelearning.com/products/lanq		\$119.96
			E 01 100 203 038 000 401	Mastering Phonics Games Library at Lakeshore		\$115.00
			E 01 100 203 038 000 401	Reading Comprehension Games Library - Gr. 4-		\$179.00
			E 01 100 203 038 000 401	Credit		(\$75.89)
PO#: 11090	Voucher #:	50346	Invoice	Invoice No: 90474840	5/1/2025	Paid Amt: \$338.07
						Check Amount: \$338.07
SBT	51856	01175		MINN. ELEVATOR SERVICE, INC.		Check
			E 01 005 865 000 347 305	May Monthly Service		\$207.01
PO#:	Voucher #:	50345	Invoice	Invoice No: 1126392	5/1/2025	Paid Amt: \$207.01
						Check Amount: \$207.01
SBT	51857	4584		Scenario Learning LLC		Check
			E 01 005 640 000 316 305	Vector Solutions Training		\$1,320.00
PO#:	Voucher #:	50348	Invoice	Invoice No: Quote ID Q-401098	5/1/2025	Paid Amt: \$1,320.00
						Check Amount: \$1,320.00
SBT	51858	3324		BLAIR MILLER		Check
			E 01 300 294 215 000 305	5/6 Baseball Official		\$250.00
PO#:	Voucher #:	50359	Invoice	Invoice No: 5/6 Baseball	5/5/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
SBT	51859	3768		CRAIG LOUWAGIE		Check
			E 01 300 296 228 000 305	5/10 Softball Official		\$480.00
PO#:	Voucher #:	50365	Invoice	Invoice No: 5/10 Softball	5/5/2025	Paid Amt: \$480.00
						Check Amount: \$480.00
SBT	51860	4485		Luke Tietz		Check
			E 01 300 296 228 000 305	5/10 Softball Official		\$480.00
PO#:	Voucher #:	50364	Invoice	Invoice No: 5/10 Softball	5/5/2025	Paid Amt: \$480.00
						Check Amount: \$480.00
SBT	51861	4298		Mason Sellner		Check
			E 01 300 294 215 000 305	5/8 Baseball Official		\$60.00
PO#:	Voucher #:	50361	Invoice	Invoice No: 5/8 Baseball	5/5/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51862	4235		MAYBA BASEBALL		Check
			E 01 300 294 215 000 369	5/3 JH Baseball Tournament		\$150.00
PO#:	Voucher #:	50362	Invoice	Invoice No: 5/3 JH Baseball	5/5/2025	Paid Amt: \$150.00
						Check Amount: \$150.00

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Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51863	4585		Sam Myhre		Check			
			E 01	300 294 215 000 305	5/5 JH Baseball Official	\$60.00			
PO#:	Voucher #:	50363	Invoice	Invoice No:	5/5 Baseball	5/5/2025	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	51864	4585		Sam Myhre		Check			
			E 01	300 296 228 000 305	5/7 Softball Official	\$60.00			
PO#:	Voucher #:	50360	Invoice	Invoice No:	5/7 Softball	5/5/2025	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	51865	3557		Southwest Sportsmen Club, Inc.		Check			
			E 04	005 505 290 321 401	2025 Facility Rental - Useage	\$500.00			
PO#:	Voucher #:	50358	Invoice	Invoice No:	2025 Facility Rental	5/5/2025	Paid Amt:	\$500.00	
							Check Amount:	\$500.00	
SBT	51866	4093		ABBY HENNEN		Check			
			E 01	300 296 228 000 305	5/6 Softball Official	\$60.00			
PO#:	Voucher #:	50366	Invoice	Invoice No:	5/6 Softball	5/6/2025	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	51867	4250		American Welding & Gas, Inc		Check			
			E 01	300 301 000 830 433	Welding Supplies	\$117.41			
PO#:	Voucher #:	50377	Invoice	Invoice No:	0010822037	5/6/2025	Paid Amt:	\$117.41	
							Check Amount:	\$117.41	
SBT	51868	3843		BENSON FOOD SERVICE		Check			
			E 01	005 640 000 316 401	Breakfast Meal	\$270.00			
			E 01	005 640 000 316 401	Lunch Meal	\$313.50			
PO#:	Voucher #:	50374	Invoice	Invoice No:	610	5/6/2025	Paid Amt:	\$583.50	
							Check Amount:	\$583.50	
SBT	51869	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	\$1,112.48			
			E 01	005 404 000 740 394	PT Drive Time	\$68.68			
			E 01	005 404 000 740 394	PT Assistant Mileage	\$2.80			
			E 01	005 404 000 740 394	PT Assistant	\$447.44			
			E 01	005 404 000 740 394	PT Assistant Drive Time	\$34.00			
PO#:	Voucher #:	50375	Invoice	Invoice No:	28709	5/6/2025	Paid Amt:	\$1,675.20	
							Check Amount:	\$1,675.20	
SBT	51870	2323		Borch Sporting Goods		Check			
			E 01	300 296 228 000 401	Leather Softball	\$315.00			

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Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51870	2323		Borch Sporting Goods		Check
			E 01 300 296 228 000 401	Easton Ghost Unlimited		\$475.00
			E 01 300 296 228 000 401	Softball Bucket with Balls		\$48.00
			E 01 300 296 228 000 401	Jumbo All Purpose Bag		\$85.00
PO#:	Voucher #:	50372	Invoice	Invoice No: AAZ004014-YA04	5/6/2025	Paid Amt: \$923.00
						Check Amount: \$923.00
SBT	51871	4208		COORDINATED BUSINESS SYSTEMS		Check
			E 01 005 257 000 302 560	Monthly Usage Statement		\$2,668.39
PO#:	Voucher #:	50367	Invoice	Invoice No: INV458964	5/6/2025	Paid Amt: \$2,668.39
						Check Amount: \$2,668.39
SBT	51872	4094		ESJD - SIOUX FALLS		Check
			E 02 005 770 000 701 495	Milk		\$3,408.14
PO#:	Voucher #:	50378	Invoice	Invoice No: 4/30/25 Stmt	5/6/2025	Paid Amt: \$3,408.14
						Check Amount: \$3,408.14
SBT	51873	00275		GISLASON'S HARDWARE		Check
			E 01 005 810 191 000 401	Grounds Supplies		\$21.99
			E 01 005 810 000 000 401	Custodial Supplies		\$25.73
			E 01 300 301 000 830 433	Shop Supplies		\$77.26
PO#:	Voucher #:	50379	Invoice	Invoice No: 4/30/25 Stmt	5/6/2025	Paid Amt: \$124.98
						Check Amount: \$124.98
SBT	51874	3908		JEREMIASON PHOTO		Check
			R 01 005 000 021 000 099	J Rolbiecki Sign from Donation		\$200.00
PO#:	Voucher #:	50370	Invoice	Invoice No: 092729000161	5/6/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
SBT	51875	4350		Johnny Benson		Check
			E 01 300 294 215 000 305	5/6 Baseball Official		\$250.00
PO#:	Voucher #:	50368	Invoice	Invoice No: 5/6 Baseball	5/6/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
SBT	51876	1828		Minneota Building Materials		Check
			E 01 300 301 000 830 433	Shop Supplies - HS		\$466.39
			E 01 300 255 000 000 430	Shop Supplies - JH		\$236.00
			E 02 005 770 000 701 401	Kitchen Supplies		\$36.58
PO#:	Voucher #:	50380	Invoice	Invoice No: 4/30/25 Stmt	5/6/2025	Paid Amt: \$738.97
						Check Amount: \$738.97
SBT	51877	00528		MUSIC STREET		Check
			E 01 300 258 231 000 430	Kala KA-15s Soprano Ukulele		\$450.00

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Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51877	00528		MUSIC STREET		Check
			E 01 300 258 231 000 430	Kazzoos		\$22.00
			E 01 300 258 231 000 430	D'Addario PW-CT-17BK Ukulele Tuner		\$12.00
			E 01 300 258 231 000 430	D'Addario Ukulele Strings G,C,E,A		\$15.00
PO#: 11107	Voucher #:	50376	Invoice	Invoice No: 196566443	5/6/2025	Paid Amt: \$499.00
						Check Amount: \$499.00
SBT	51878	00602		Performance Foodservice - Marshall		Check
			E 02 005 770 000 701 491	Commodity Shipping		\$254.93
PO#:	Voucher #:	50382	Invoice	Invoice No: 4/30/25 Stmt	5/6/2025	Paid Amt: \$254.93
						Check Amount: \$254.93
SBT	51879	00602		Performance Foodservice - Marshall		Check
			E 02 005 770 000 701 490	Food Service		\$18,075.07
			E 02 005 770 000 707 490	Ala Carte		\$778.00
			E 02 005 770 000 701 401	Supplies		\$966.19
PO#:	Voucher #:	50381	Invoice	Invoice No: 4/30/25 Stmt	5/6/2025	Paid Amt: \$19,819.26
						Check Amount: \$19,819.26
SBT	51880	4017		READING & MATH INC		Check
			E 01 100 203 000 000 305	Site Fee - Math Corps Member		\$1,500.00
PO#:	Voucher #:	50373	Invoice	Invoice No: INV2184	5/6/2025	Paid Amt: \$1,500.00
						Check Amount: \$1,500.00
SBT	51881	00892		SCHOOL SPECIALTY, INC		Check
			E 01 100 203 000 000 430	Construction Paper		\$648.75
PO#:	Voucher #:	50371	Invoice	Invoice No: 208135605244	5/6/2025	Paid Amt: \$648.75
						Check Amount: \$648.75
SBT	51882	00211		SW/WC SERVICE COOPERATIVES		Check
			E 01 005 257 000 000 455	24in Monitor - P2425		\$2,928.24
PO#: 11096	Voucher #:	50384	Invoice	Invoice No: 4/30/25 Stmt	5/6/2025	Paid Amt: \$2,928.24
			E 01 005 110 000 000 820	ACA Service		\$275.00
			E 01 005 257 000 000 305	Cyber Security		\$392.19
			E 01 005 257 000 000 305	Tech Support		\$1,772.50
PO#:	Voucher #:	50383	Invoice	Invoice No: 4/30/25 Stmt	5/6/2025	Paid Amt: \$2,439.69
						Check Amount: \$5,367.93
SBT	51883	4478		Windom Public Schools		Check
			E 01 300 296 228 000 369	5/4 Softball Tournament		\$125.00
PO#:	Voucher #:	50369	Invoice	Invoice No: 5/4 Softball	5/6/2025	Paid Amt: \$125.00
						Check Amount: \$125.00

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Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51884	01957		CHIPPEWA CO HISTORICAL SOCIETY		Check
			E 01 100 790 000 000 369	FY2025 2nd Grade Field Trip		\$287.00
PO#:	Voucher #:	50394	Invoice	Invoice No: FY25 2nd Grade	5/7/2025	
						Paid Amt: \$287.00
						Check Amount: \$287.00
SBT	51885	01568		Minneota Education Minnesota Organization		Check
			B 01 215 028	DUES		\$1,266.74
PO#:	Voucher #:	50388	Invoice	Invoice No: S2025210	5/7/2025	
						Paid Amt: \$1,266.74
						Check Amount: \$1,266.74
SBT	51886	2855		Annette Hendrickx Derouin		Check
			E 02 005 770 000 701 366	4 Hour Certified Food Class		\$500.00
PO#:	Voucher #:	50396	Invoice	Invoice No: 000002	5/9/2025	
						Paid Amt: \$500.00
						Check Amount: \$500.00
SBT	51887	3440		Heiman Fire Equipment		Check
			E 01 005 865 000 347 305	Fire Extinguisher Check		\$270.00
PO#:	Voucher #:	50397	Invoice	Invoice No: 42357	5/9/2025	
						Paid Amt: \$270.00
						Check Amount: \$270.00
SBT	51888	4336		Jessica Verly		Check
			E 01 005 760 000 723 360	Transportation Agreement - 4/25 - 5/5		\$762.75
PO#:	Voucher #:	50398	Invoice	Invoice No: 4/25 - 5/5	5/9/2025	
						Paid Amt: \$762.75
						Check Amount: \$762.75
SBT	51889	4298		Mason Sellner		Check
			E 01 300 296 228 000 305	5/9 Softball Official		\$60.00
PO#:	Voucher #:	50400	Invoice	Invoice No: 5/9 Softball	5/9/2025	
						Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	51890	00487		MINNESOTA HISTORICAL SOCIETY		Check
			E 01 100 790 000 000 369	Mill City Museum Group		\$584.00
PO#:	Voucher #:	50399	Invoice	Invoice No: 33487	5/9/2025	
						Paid Amt: \$584.00
						Check Amount: \$584.00
SBT	51891	01833		RTR PUBLIC SCHOOL		Check
			E 01 300 292 225 000 369	5/9 Golf Meet		\$100.00
PO#:	Voucher #:	50403	Invoice	Invoice No: 5/9 Golf	5/9/2025	
						Paid Amt: \$100.00
						Check Amount: \$100.00
SBT	51892	01833		RTR PUBLIC SCHOOL		Check
			E 01 300 292 225 000 369	5/9 Golf Meet		\$50.00
PO#:	Voucher #:	50404	Invoice	Invoice No: 5/9 Golf	5/9/2025	
						Paid Amt: \$50.00
						Check Amount: \$50.00

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Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51893	2238		SNA Lockbox - Certification		Check
			E 02	005 770 000 701 366 M Husted Renewal Membership		\$64.50
PO#:	Voucher #:	50401	Invoice	Invoice No: 703339	5/9/2025	Paid Amt: \$64.50
						Check Amount: \$64.50
SBT	51894	00505		THE MINNEOTA MASCOT		Check
			E 01	005 010 000 000 305 School Board Minutes		\$189.00
PO#:	Voucher #:	50402	Invoice	Invoice No: 89836	5/9/2025	Paid Amt: \$189.00
						Check Amount: \$189.00
SBT	51895	4009		AG PLUS COOPERATIVE		Check
			E 01	005 760 000 720 440 Bus Fuel		\$7,092.37
			E 01	005 760 000 720 440 Van Fuel		\$167.50
PO#:	Voucher #:	50419	Invoice	Invoice No: 4/30/25 Stmt	5/13/2025	Paid Amt: \$7,259.87
						Check Amount: \$7,259.87
SBT	51896	4250		American Welding & Gas, Inc		Check
			E 01	300 301 000 830 433 Welding Supplies		\$705.42
PO#:	Voucher #:	50411	Invoice	Invoice No: 0010853333	5/13/2025	Paid Amt: \$705.42
						Check Amount: \$705.42
SBT	51897	00240		Brad's Market		Check
			E 01	300 331 000 830 433 FACS Class Supplies		\$358.64
			E 01	300 250 000 000 430 FACS Class - JH		\$83.54
			E 02	005 770 000 701 490 Food Service - Bread		\$1,051.99
			E 02	005 770 000 701 490 Food Service		\$923.11
			E 01	100 203 035 000 401 Viking Valor		\$60.54
			E 01	300 260 000 000 430 Science Supplies		\$13.47
			E 01	100 203 000 000 401 MCA Testing		\$71.88
			E 04	005 582 000 344 401 School Readiness Supplies		\$69.21
			E 01	300 211 000 000 401 High School Office		\$8.99
			E 04	005 580 000 325 401 ECFE Supplies		\$49.08
PO#:	Voucher #:	50420	Invoice	Invoice No: 4/30/25 Stmt	5/13/2025	Paid Amt: \$2,690.45
						Check Amount: \$2,690.45
SBT	51898	3089		Children's Museum of SD		Check
			E 01	100 790 000 000 369 S Stassen Field Trip		\$632.50
PO#:	Voucher #:	50412	Invoice	Invoice No: 100200137	5/13/2025	Paid Amt: \$632.50
						Check Amount: \$632.50

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Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51899	3089		Children's Museum of SD		Check			
			E 04 005 582 000 344 366	School Readiness Field Trip		\$650.03			
PO#:	Voucher #:	50415	Invoice	Invoice No: 100200121	5/13/2025	Paid Amt:	\$650.03		
						Check Amount:	\$650.03		
SBT	51900	3768		CRAIG LOUWAGIE		Check			
			E 01 300 294 215 000 305	5/13 Baseball Official		\$250.00			
PO#:	Voucher #:	50408	Invoice	Invoice No: 5/13 Baseball	5/13/2025	Paid Amt:	\$250.00		
						Check Amount:	\$250.00		
SBT	51901	4381		Data Processing Design Inc.		Check			
			E 01 005 810 000 000 320	Monthly Useage Statement		\$38.09			
PO#:	Voucher #:	50413	Invoice	Invoice No: EGOLD-12121533	5/13/2025	Paid Amt:	\$38.09		
						Check Amount:	\$38.09		
SBT	51902	4104		ED WATTS		Check			
			E 01 300 296 228 000 305	5/13 Softball Official		\$125.00			
PO#:	Voucher #:	50406	Invoice	Invoice No: 5/13 Softball	5/13/2025	Paid Amt:	\$125.00		
						Check Amount:	\$125.00		
SBT	51903	4374		Granite Telecommunications		Check			
			E 01 005 810 000 000 320	Monthly Useage Statement		\$158.72			
PO#:	Voucher #:	50416	Invoice	Invoice No: 695638626	5/13/2025	Paid Amt:	\$158.72		
						Check Amount:	\$158.72		
SBT	51904	4438		Jack Lacek		Check			
			E 01 300 294 215 000 305	5/13 Baseball Official		\$150.00			
PO#:	Voucher #:	50405	Invoice	Invoice No: 5/13 Baseball	5/13/2025	Paid Amt:	\$150.00		
						Check Amount:	\$150.00		
SBT	51905	4350		Johnny Benson		Check			
			E 01 300 294 215 000 305	5/13 Baseball Official		\$250.00			
PO#:	Voucher #:	50407	Invoice	Invoice No: 5/13 Baseball	5/13/2025	Paid Amt:	\$250.00		
						Check Amount:	\$250.00		
SBT	51906	00332		MARSHALL INDEPENDENT		Check			
			E 01 005 010 000 000 305	Principal Posting Position		\$1,237.08			
PO#:	Voucher #:	50418	Invoice	Invoice No: 082350	5/13/2025	Paid Amt:	\$1,237.08		
						Check Amount:	\$1,237.08		
SBT	51907	3327		MICHAEL SWAN		Check			
			E 01 300 296 228 000 305	5/13 Softball Official		\$200.00			
PO#:	Voucher #:	50410	Invoice	Invoice No: 5/13 Softball	5/13/2025	Paid Amt:	\$200.00		
						Check Amount:	\$200.00		

Detail Payment Register By Check

5/21/2025

8:21 AM

Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51908	00560		OTTERTAIL POWER CO		Check
			E 01 005 810 184 000 330	School Building Electricity		\$4,071.23
			E 01 005 810 184 000 330	Ballfied Electricity		\$210.82
			E 01 005 810 184 000 330	Liftpump Electricity		\$30.45
			E 01 005 810 184 000 330	Garage Electricity		\$24.29
PO#:	Voucher #:	50417	Invoice	Invoice No: 4/30/25 Stmt	5/13/2025	Paid Amt: \$4,336.79
						Check Amount: \$4,336.79
SBT	51909	4018		PEMBERTON LAW, P.L.L.P		Check
			E 01 005 010 000 000 305	Professional Services		\$531.00
PO#:	Voucher #:	50414	Invoice	Invoice No: 54	5/13/2025	Paid Amt: \$531.00
						Check Amount: \$531.00
SBT	51910	3389		STEVE JOHNSON		Check
			E 01 300 296 228 000 305	5/13 Softball Official		\$200.00
PO#:	Voucher #:	50409	Invoice	Invoice No: 5/13 Softball	5/13/2025	Paid Amt: \$200.00
						Check Amount: \$200.00
SBT	51911	4588		Air Madness		Check
			E 01 100 790 000 000 369	Jump Sock		\$118.32
			E 01 100 790 000 000 369	Admission		\$360.00
PO#:	Voucher #:	50434	Invoice	Invoice No: Field Trip	5/16/2025	Paid Amt: \$478.32
						Check Amount: \$478.32
SBT	51912	3729		Border States Electric		Check
			E 01 005 810 000 000 401	Fuel Chainsaw		\$229.00
PO#:	Voucher #:	50423	Invoice	Invoice No: 930390200	5/16/2025	Paid Amt: \$229.00
						Check Amount: \$229.00
SBT	51913	4336		Jessica Verly		Check
			E 01 005 760 000 723 360	Transportation Agreement - 5/6 - 5/14		\$664.20
PO#:	Voucher #:	50426	Invoice	Invoice No: 5/6 - 5/14	5/16/2025	Paid Amt: \$664.20
						Check Amount: \$664.20
SBT	51914	4341		Kari Loft		Check
			E 01 300 296 228 000 305	5/17 V Softball Official		\$125.00
PO#:	Voucher #:	50438	Invoice	Invoice No: 5/17 V Softball	5/16/2025	Paid Amt: \$125.00
						Check Amount: \$125.00
SBT	51915	1684		Kilowatt Community Center		Check
			E 01 100 790 000 000 369	4th Grade AR Party		\$125.00
PO#:	Voucher #:	50442	Invoice	Invoice No: 4th Grade AR	5/16/2025	Paid Amt: \$125.00
						Check Amount: \$125.00

Detail Payment Register By Check

Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51916	4100		Maker Bot		Check
			E 01 300 292 209 000 401	Makerbot Build Plate Tape		\$69.00
			E 01 300 292 209 000 401	Shipping		\$7.50
PO#:	Voucher #:	50441	Invoice	Invoice No: INV91936758	5/16/2025	Paid Amt: \$76.50
						Check Amount: \$76.50
SBT	51917	4235		MAYBA BASEBALL		Check
			E 01 300 294 215 000 369	5/17 JH Baseball Tournament		\$150.00
PO#:	Voucher #:	50436	Invoice	Invoice No: 5/17 JH Baseball	5/16/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	51918	4519		Nate Welsh		Check
			E 01 300 296 228 000 305	5/15 Softball Official		\$125.00
PO#:	Voucher #:	50427	Invoice	Invoice No: 5/15 Softball	5/16/2025	Paid Amt: \$125.00
						Check Amount: \$125.00
SBT	51919	3999		NELTNET BUSINESS SOLUTIONS - FACTS		Check
			E 04 701 590 000 353 305	St Edwards FACTS Subscription		\$1,175.50
PO#:	Voucher #:	50428	Invoice	Invoice No: 202516	5/16/2025	Paid Amt: \$1,175.50
						Check Amount: \$1,175.50
SBT	51920	3539		ROBERT DOLAN		Check
			E 01 300 296 228 000 305	5/17 V Softball Official		\$125.00
PO#:	Voucher #:	50437	Invoice	Invoice No: 5/17 V Softball	5/16/2025	Paid Amt: \$125.00
						Check Amount: \$125.00
SBT	51921	3534		Sioux Falls School District 49-5		Check
			E 01 300 211 000 000 392	BC Services		\$246.18
PO#:	Voucher #:	50429	Invoice	Invoice No: 25-1148	5/16/2025	Paid Amt: \$246.18
			E 01 300 211 000 000 392	AW Services		\$164.12
PO#:	Voucher #:	50430	Invoice	Invoice No: 25-1132	5/16/2025	Paid Amt: \$164.12
						Check Amount: \$410.30
SBT	51922	00678		SMSU PLANETARIUM		Check
			E 01 100 790 000 000 369	2nd Grade Field Trip		\$80.00
PO#:	Voucher #:	50435	Invoice	Invoice No: 2nd Grade	5/16/2025	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	51923	00505		THE MINNEOTA MASCOT		Check
			E 01 005 010 000 000 305	Ad Help Wanted Posting		\$180.00
PO#:	Voucher #:	50440	Invoice	Invoice No: 89669	5/16/2025	Paid Amt: \$180.00

Detail Payment Register By Check

5/21/2025

8:21 AM

Check Number: 51809-2147483647 Payment Date: 4/17/2025-5/31/2025 Period: 202501-202511 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51923	00505		THE MINNEOTA MASCOT		Check		
			E 01	005 010 000 000 305	Ad Wanted Posting	\$180.00		
PO#:	Voucher #:	50439	Invoice	Invoice No: 89703	5/16/2025	Paid Amt:	\$180.00	
						Check Amount:	\$360.00	
SBT	51924	00122		VIKING COCA-COLA BOTTLING		Check		
			E 01	300 298 239 000 401	Diet Coke	\$64.80		
			E 01	300 298 239 000 401	Dr Pepper	\$48.60		
			E 01	300 298 239 000 401	Coke	\$32.40		
PO#:	Voucher #:	50431	Invoice	Invoice No: 3590147	5/16/2025	Paid Amt:	\$145.80	
						Check Amount:	\$145.80	
SBT	51925	4478		Windom Public Schools		Check		
			E 01	300 296 228 000 369	JH Softball Invite	\$100.00		
PO#:	Voucher #:	50432	Invoice	Invoice No: JH SB Invite	5/16/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
SBT	51926	2095		YMCA		Check		
			E 01	100 790 000 000 369	Kindergarten Field Trip	\$375.00		
PO#:	Voucher #:	50433	Invoice	Invoice No: Kindergarten Trip	5/16/2025	Paid Amt:	\$375.00	
						Check Amount:	\$375.00	
						Report Total:	\$382,093.64	

LEADERSHIP

REPORTS

MHS Activities and CE Report

May 2025

CURRENT

Baseball 12-6 (5/21/25) Dawson, Sections 5/24 @ Slayton v RRC/WWG

Softball 17-3 5/22/25 Sections @ Jackson v Windom

Golf Sections 5/28 & 5/30 @ Worthington

Track Girls Conference Champs, Sub Sections 5/22 @ Redwood; Sections 5/29 @ Redwood

Clay Target State Shoot June 14 @ Alexandria. If qualify for MSHSL State June 20 @ Minneapolis Gun Club

Community Ed: Art Makerspace June 2-4; Rockets Away July 8-10

Other

Football Competitive Placement: Our District changed slightly. BOLD is now to the south with RTR, TMB, Etc. Our district includes: Lakeview, Canby, MACCRAY, LQPV, Dawson, YME.

Will have 2 crossover games: Minnesota Valley Lutheran & Eden Valley Watkins

We will stay in Section 5A. BOLD moves to Section 3A. We did not get any additional teams in our section.

No additional changes for other activities regarding section placement.

❑ Enrollment as of 5/18/25 is **305**

- ❑ PreK: 57
- ❑ K: 30
- ❑ 1: 41
- ❑ 2: 33
- ❑ 3: 42
- ❑ 4: 31
- ❑ 5: 33
- ❑ 6: 38

❑ **Projected Kindergarten Enrollment: 38**

❑ **Student Learning and Achievement**

❑ **Math Team**

- ❑ Met on 5/14 and did phase 1 of a curriculum needs assessment with the help of SWWC math lead.
- ❑ We will meet again in July to continue our curriculum needs assessment work.

❑ **Literacy Team**

- ❑ Aligning our K-2 foundational skills curriculum
- ❑ Will meet in July to complete training

❑ **Staffing Updates**

- ❑ Hired Art: Thalia Reis

❑ **New READ Act Update: 4-12 Dyslexia Screening: Required to be implemented no later than Winter of 2025.**



Elementary Updates

School Board Report

Nicolle Johnston

- ❑ **Congrats to our 6th Graders on their graduation! Thank you teachers for preparing them for their next journey!**



❑ **Important Events**

- ❑ **Last Day of School May 20th**
- ❑ **Summer Programming July 21st**

May 2025

High School

May 2025-Board Report

Current Updates

- 89% are passing in ALL of their classes.
 - ◆ 86% 7th & 8th Grade
 - ◆ 91% 9th - 12th Grade
- 96.39% Average Daily Attendance
- MCA Field Trip: 10th and 11th Grades
- 12th Grade Class Trip
- Graduation
- English Teacher Openings
- SpEd Teacher Opening

SUPERINTENDENT'S REPORT



April Breakfast and Lunch Information

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

Year	August	September	October	November	December	January	February	March	April
2022-2023	13.1%	18.6%	19.7%	21.1%	20.0%	20.2%	21.4%	20.3%	21.0%
2023-2024	26.5%	34.3%	35.1%	37.1%	36.3%	35.5%	37.3%	38.6%	38.0%
2024-2025	29.4%	35.3%	35.3%	34.8%	32.4%	33.3%	35.0%	37.3%	39.3%
Change from Last Year	2.9%	1.0%	0.2%	-2.2%	-3.9%	-2.2%	-2.3%	-1.3%	1.3%

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

Year	August	September	October	November	December	January	February	March	April
2022-2023	72.2%	78.2%	76.7%	82.9%	79.4%	76.6%	76.2%	75.0%	77.8%
2023-2024	75.2%	77.6%	77.9%	79.7%	78.0%	77.9%	77.7%	77.5%	77.6%
2024-2025	75.9%	75.9%	77.6%	79.6%	78.1%	75.5%	77.1%	76.0%	68.8%
Change from Last Year	0.7%	-1.7%	-0.3%	-0.1%	0.1%	-2.4%	-0.6%	-1.6%	-8.8%



SUPERINTENDENT'S REPORT



May Breakfast and Lunch Information

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

Year	August	September	October	November	December	January	February	March	April	May	Year
2022-2023	13.1%	18.6%	19.7%	21.1%	20.0%	20.2%	21.4%	20.3%	21.0%	20.8%	20.0%
2023-2024	26.5%	34.3%	35.1%	37.1%	36.3%	35.5%	37.3%	38.6%	38.0%	34.7%	35.9%
2024-2025	29.4%	35.3%	35.3%	34.8%	32.4%	33.3%	35.0%	37.3%	39.3%	37.0%	35.2%
Change from Last Year	2.9%	1.0%	0.2%	-2.2%	-3.9%	-2.2%	-2.3%	-1.3%	1.3%	2.3%	-0.7%

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

Year	August	September	October	November	December	January	February	March	April	May	Year
2022-2023	72.2%	78.2%	76.7%	82.9%	79.4%	76.6%	76.2%	75.0%	77.8%	67.9%	76.8%
2023-2024	75.2%	77.6%	77.9%	79.7%	78.0%	77.9%	77.7%	77.5%	77.6%	69.5%	77.4%
2024-2025	75.6%	75.9%	77.6%	79.6%	78.1%	75.5%	77.1%	76.0%	68.8%	72.1%	72.1%
Change from Last Year	0.3%	-1.7%	-0.3%	-0.1%	0.1%	-2.4%	-0.6%	-1.6%	-8.8%	2.6%	-5.2%



SUPERINTENDENT'S REPORT



2024-2025 Preliminary/Unofficial MCA Results

Grade	2024-2025 Reading			2024-2025 Math		
	Minneota	State	Us to State	Minneota	State	Us to State
3rd Grade	73.2%	49.5%	23.7%	88.1%	61.8%	26.3%
4th Grade	71.0%	51.1%	19.9%	86.7%	59.7%	27.0%
5th Grade	78.8%	60.5%	18.3%	59.5%	47.1%	12.4%
6th Grade	65.8%	57.5%	8.3%	63.0%	43.3%	19.7%
7th Grade	61.5%	48.5%	13.0%	53.8%	43.1%	10.7%
8th Grade	47.6%	47.6%	0.0%	51.2%	44.1%	7.1%
10th Grade	72.0%	55.2%	16.8%			
11th Grade				65.2%	38.0%	27.2%
All Grades	66.8%	52.9%	13.9%	62.8%	48.5%	14.3%



SUPERINTENDENT'S REPORT

2024-2025 Reading [Preliminary]										
Grade	2016	2017	2018	2019	2022	2023	2024	2025	Cohort +/-	4YR AVG
3rd Grade	68.8%	66.7%	64.7%	59.4%	58.8%	50.0%	51.7%	73.2%	NA	58.4%
4th Grade	62.5%	84.4%	58.8%	73.7%	76.2%	63.9%	80.6%	71.0%	19.2%	72.9%
5th Grade	84.6%	80.0%	80.0%	73.5%	64.0%	65.2%	72.2%	78.8%	-1.9%	70.1%
6th Grade	62.2%	75.0%	77.4%	82.4%	56.7%	60.8%	80.4%	65.8%	-6.4%	65.9%
7th Grade	69.8%	66.7%	64.1%	76.3%	63.1%	52.9%	59.5%	61.5%	-18.9%	59.3%
8th Grade	78.6%	81.8%	66.0%	59.4%	52.3%	59.5%	49.1%	47.6%	-11.9%	52.1%
10th Grade	76.9%	74.5%	85.7%	92.2%	65.1%	72.3%	68.2%	72.0%	12.5%	69.4%
All Grades	71.9%	75.6%	71.0%	73.2%	62.4%	60.9%	65.5%	66.8%	1.3%	
State	59.7%	60.1%	59.7%	59.2%	51.2%	50.0%	49.9%	52.9%		



SUPERINTENDENT'S REPORT

2024-2025 Math [Preliminary]

Grade	2016	2017	2018	2019	2022	2023	2024	2025	Cohort +/-	4YR AVG
3rd Grade	81.3%	87.9%	82.4%	87.9%	79.4%	93.8%	86.2%	88.1%	NA	86.9%
4th Grade	71.9%	78.1%	85.3%	81.6%	83.4%	80.5%	87.1%	86.7%	0.5%	84.4%
5th Grade	76.9%	66.7%	60.0%	73.5%	60.0%	56.5%	59.5%	60.6%	-26.5%	59.1%
6th Grade	59.5%	71.4%	48.4%	67.7%	48.6%	69.6%	63.0%	39.5%	-20.0%	55.2%
7th Grade	72.7%	70.6%	69.2%	65.8%	56.6%	52.8%	76.2%	53.8%	-9.2%	59.9%
8th Grade	52.4%	59.1%	68.0%	54.0%	50.0%	40.4%	43.4%	51.2%	-25.0%	46.3%
11th Grade	71.1%	56.8%	60.5%	68.7%	53.4%	57.1%	71.1%	65.2%	15.2%	61.7%
All Grades	69.4%	70.1%	67.7%	71.0%	61.2%	61.6%	67.1%	62.8%	-4.4%	
State	59.2%	58.3%	56.9%	54.9%	44.6%	45.2%	45.5%	48.5%		



SUPERINTENDENT'S REPORT



Legislative Session



Graduation Rates –
Class of 2024



Annual Evaluation

District	% of Class of '24 Graduating
Ortonville Public Schools	92.68%
MACCRAY School District	90.74%
Dawson-Boyd Public School District	100.00%
Lac qui Parle Valley School District	80.49%
Minneota Public School District	97.56%
Lakeview School District	100.00%
Tracy Area Public School District	89.80%
Renville County West School District	88.37%
Kerkhoven-Murdock-Sunburg	96.92%
Canby Public School District	90.91%
Yellow Medicine East	95.12%
Average	92.96%
Minneota to Average	4.60%

CONSENT

AGENDA

MINNEOTA PUBLIC SCHOOLS – ISD #414

APRIL 23, 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, April 23, 2025 at 5:30 pm in the Conference Room.

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

Motion by Mead, second by Hennen, to approve the meeting agenda with the addendum items as presented. Motion passed unanimously.

School Board Members highlighted, praised, and recognized different students and staff for Viking Pride.

Devann Shultz presented updates on the district's technology program.

Heather Anderson gave a presentation about various enrollment options.

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

Motion by Skorczewski, second by Buysse, to approve the payment of bills and the check register as presented. Motion passed, 5-0, with Mead abstaining.

Motion by Skorczewski, second by Hennen, to approve the Consent Agenda as amended. Motion passed unanimously.

Motion by Mead, second by Buysse, to approve the 2nd reading of Policies #414, #421, #422, #423, #424, #425, #504, #529, and #618 as presented. Motion passed unanimously.

Motion by Skorczewski, second by Buysse, to accept the 2025-2026 Health Insurance Renewal from the Minnesota Healthcare Consortium. Motion passed unanimously by roll call vote with all Board Members voting yes.

Motion by Mead, second by Skorczewski, to accept the 2025-2026 Dental Renewal from Delta Dental/Northeast Service Cooperative. Motion passed unanimously.

Motion by Buysse, second by Henne, to approve the 2025-2026 technology budget/purchases as presented, including up to \$20,000 for technology integration and artificial intelligence services through SWWC. Motion passed unanimously.

Motion by Skorczewski, second by Hennen, to approve the Minnesota State Career and Technical Education/SWWC/Perkins Statement of Assurances and Compliance. Motion passed unanimously.

The School Board reviewed – for the 1st of 2 times – Policies #403, #404, #405, #701.1, #702, #703, #704, #705, #706, and #807. No formal action was taken.

Motion by Mead, second by Buysse, 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 Mead, second by Skorczewski, to change the date of the June 25, 2025 School Board Meeting to June 18 at 7:00 am. Motion passed unanimously.

Motion by Skorczewski, second by Hennen, to schedule a School Board Retreat-Work Session at 5:00 pm on Tuesday, May 20. Motion passed unanimously.

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

The meeting was adjourned at 7:27 pm.

Martin Hennen, Clerk

MINNEOTA PUBLIC SCHOOLS – ISD #414

MAY 20, 2025 SCHOOL BOARD RETREAT-WORK SESSION MINUTES

A Retreat-Work Session of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Tuesday, May 20, 2025 at 5:02 pm in the Conference Room.

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

Motion by Hennen, second by Buysse, to approve the meeting agenda as presented. Motion passed unanimously.

Superintendent Monson presented results of a School Board self-assessment that was conducted and discussions about various School Board standards and benchmarks, along with overall ratings, ensued. No action was taken.

The group participated in a review of short-term, mid-range, and long-term district priorities and focus areas. There was conversation about how to improve different priorities and focus areas and various ways of potentially measuring progress in each of the areas. No action was taken.

The Board shared perspectives, ideas, concerns, and opinions about possible next steps in terms of long-range facilities planning. No action was taken.

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

The meeting was adjourned at 8:27 pm.

Martin Hennen, Clerk

Consent Agenda Personnel Items - May 2025

Resignation or Termination			
Name	Position	Effective Date	Details
Brianne Marlyn	English Teacher	End of the 2024-2025 School Year	Personal Reasons
Dana Peterson	Assistant Volleyball Coach	Immediately	Personal Reasons
Donna Bertamus	Food Service Substitute	End of the 2024-2025 School Year	Personal Reasons
Cale Sorensen	Junior High Football; Junior High Basketball	Immediately	Personal Reasons
Emily Citterman	Junior Varsity Softball Coach	End of the 2025 Season	Personal Reasons
Hayley Fruin	Head Volleyball Coach	Immediately	Personal Reasons
Kendra Jerzak	English Teacher	End of the 2024-2025 School Year	Personal Reasons
Kristy Peterson	Special Education Teacher	End of Extended School Year 2025	Personal Reasons
Kristi Medalen	Junior High Girls' Basketball	Immediately	Personal Reasons
New Contract or New Hire			
Name	Position	Salary-Wages	Effective Date
Thalia Reis	K-12 Art Teacher	\$ 52,694	Start of the 2025-2026 School year
Modification of Contract			
Name	Position	Salary-Wages	Effective Date
Jared Josephson	4th Grade Teacher	BA+15 to MA Lane	Start of the 2025-2026 School year

Bree Marlyn
1002 Dano Circle #2
Marshall, MN 56258
breeandboys@icloud.com
(507) 828-5729

May 6, 2025

Heather Anderson, principal
Minneota High School
504 N. Monroe
Minneota, MN 56264

Dear Heather Anderson,

I am writing to formally resign from my position as high school English teacher and student council advisor, effective at the end of the 2024-2025 contract year.

This decision did not come easily, as all my years at Minneota Public School have been incredibly meaningful. I'm grateful for the opportunities I've had to work with dedicated colleagues, teach amazing students, and be part of such a great school community.

Thank you for the opportunity to be part of this team. I will forever remember my time at Minneota Schools fondly.

Thanks for all the great years, Minneota,

Bree Marlyn

A handwritten signature in cursive script that reads "Bree Marlyn". The signature is fluid and includes a long, sweeping horizontal flourish at the end.

Hayley Fruin
507-530-7044
hafruin@bremer.com

Dear Patty,

This letter is to inform you that I am resigning my position as head coach of the Minneota Volleyball Team. It was not an easy decision, and I apologize that this is coming well after our season has ended.

I started as a head coach elsewhere in 2013 and after resigning from that position after 3 seasons, I thought I was done with coaching forever. In fact, I never wanted to coach again. I want to thank Minneota for giving me a real chance at coaching and allowing "me to be me." I've never had to change the way I coached. You always trusted me and showed nothing but support. That is what makes this decision even harder. Even as I write this, I want to erase everything I've typed and come back for another season. I have changes with my current work position and travel more and need to be realistic and fair to this program. I will not be able to give the same time and dedication with the added work and feel it is best these kids get a coach that can give them that.

I am committed to ensuring a smooth transition and will gladly assist in any way possible. Please let me know how I can be of any help during this transition period. I want this program to be successful. I will be sure this is a seamless transition for both the players and coaches.

Please know I am so grateful, and it's been a pleasure working with a program and school so dedicated to fostering growth and development in their athletes. From past experience and talks with coaches elsewhere, it is rare to find what we have. I have made many memories that I will forever cherish as both a player and coach. I feel so lucky for that. I know Minneota Volleyball will continue to thrive and achieve great success in the future.

Sincerely,

A handwritten signature in cursive script that reads "Hayley Fruin".

Hayley Fruin

May 8, 2025

To Heather Anderson,

I am writing to formally resign from my position at Minneota High School at the end of the 2024-2025 school year.

Thank you for the opportunity to be part of this school community and I look forward to continuing through the partnership with Ivanhoe School District.

Thank you again and I wish the district and you all the best.

Sincerely,

A handwritten signature in black ink that reads "Kendra Jerzak". The signature is written in a cursive, flowing style with a large, prominent "K" at the beginning.

Kendra Jerzak

May 21, 2025

Kristy Peterson
507-828-1300
peteronkmb@yahoo.com

To whom it may concern:

Please accept this letter as my formal resignation from my position as special education teacher for the Minneota School District effective at the end of my 2024/2025 contract- with the exception of the Extended School Year hours that will occur through the end of July 2025.

Sincerely,

A handwritten signature in cursive script that reads "Kristy Peterson". The ink is dark and the signature is fluid, with a long, sweeping underline for the name "Peterson".

Kristy Peterson

Scott Monson

From: Devann Shultz
Sent: Wednesday, April 30, 2025 9:37 AM
To: Scott Monson
Cc: Tara Skorczewski
Subject: RE: May 28, 2025 School Board Meeting

Scott and Tara:

I will have **20 more old monitors** that we will want declared as surplus,
5 iPad mini's (2nd gen) to declare as surplus – these were in Sherri Schultze's room, but they no longer receive updates.

We will also have **25 smartboards** to get rid of (declare as surplus)

And we will have **19 Juno Towers** to declare as surplus. (maybe we want to only declare like 15 of them surplus and hang on to a few?)



Devann Shultz

Minneota Public Schools – ISD414

Technology Director

Elementary Yearbook

504 N. Monroe Street, Minneota, MN 56264

507-872-6175

www.minneotaschools.org

Scott Monson

From: Devann Shultz
Sent: Thursday, May 15, 2025 2:47 PM
To: Tara Skorczewski
Cc: Scott Monson
Subject: Surplus

Hi there –

I have 11 desktops to declare as surplus.

All Dell OptiPlex 3040. These were replaced with newer desktops a few years ago, and no longer perform well.



Devann Shultz

Minneota Public Schools – ISD414

Technology Director

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May 2025 Fundraising Requests

Sponsoring Club/Organization:	Date Submitted	Type of Event:	Requested Date(s) of Event
Junior Class Prom Committee	5/8/2025	Selling Butter braids or puffins	Looking at beginning of November 2025 so delivery can be made before Thanksgiving
Junior Class Prom	5/9/2025	Sales of puffins	October 27 2025 thru November 7 2025



Division of School Finance
Special Education Funding and Data
400 Northeast Stinson Boulevard
Minneapolis, MN 55413

State Fiscal Year (SFY) 2026
Application for Special
Education Funds

ED-01350-41
Due: 06/01/25

Statement of Assurances

General Information: Minnesota education agencies applying for state and federal funds under the Individuals with Disabilities Education Act (IDEA), Public Law 108-466, must annually complete the Application for Special Education Funds – Statement of Assurances (ED-01350). 34 Code of Federal Regulations (C.F.R.), section 300.200. Federal funds are allocated to states by the U.S. Department of Education. Catalog of Federal Domestic Assistance (CFDA) numbers: 84.027 Special Education Grants to States, PR/Award number H027A250087, 84.173 Special Education Preschool Grants, PR/Award number H173A250086 and 84.181 Special Education Grants for Infants and Families with Disabilities, PR/Award number H181A250029. The application must be submitted to the Minnesota Department of Education (MDE), Division of School Finance, Special Education Funding and Data, by **June 1, 2025**. Districts will keep supporting information for the local Total Special Education System (TSES) plan on file for review by MDE monitors.

Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
Minneota Public School	0414-01	5/31/25

Statement of Assurances

1. All state and federal funds received by the local educational agency (LEA) will be used for the purpose of providing special education and related services for children with disabilities from birth to age 21, consistent with state and federal statutes, rules, and regulations.

Federal funds received by the agency from the Individuals with Disabilities Education Act of 2004 (IDEA), (20 United States Code (U.S.C.) 1400 and 34 C.F.R. section 300 and C.F.R. section 303) will:

- a. Be used only for purposes consistent with those stated in the IDEA. **(34 C.F.R. section 300.202)**
- b. Use fiscal control and accounting procedures to assure proper disbursement of and accounting for federal funds. The code of Federal Regulations, Title 34, and Federal Office of Management and Budget, Uniform Grant Guidance (2 C.F.R. section 200), and Education Department General Administrative Regulations (EDGAR) provides cost principles for state and local governments to comply with regulations related to allowable expenses, including conferences and meals.
- c. Comply with the Single Audit Act of 1984, as amended and Uniform Grant Guidance.
- d. Not be commingled with state or local funds. **(34 C.F.R. section 300.162(b))**
- e. Not be used to supplant the use of local or state funds. **(34 C.F.R. section 300.202(a)(3))**
- f. Be used only to pay for the excess costs of educating children with disabilities. **(34 C.F.R. section 300.202)**
- g. Not be used to provide services to those children which, taken as a whole, are at least comparable to services provided to other children with disabilities for which the agency is responsible. **(34 C.F.R. section 300.203(b))**
- h. Not be used to reduce the level of expenditure made from local funds below the level contributed in the previous fiscal year. **(34 C.F.R. section 300.203)**

- i. Be audited to assure compliance with the above fiscal requirements. **(34 C.F.R. section 300.162(b) and 300.222)**
 - j. Provide special instruction and related services to students with disabilities enrolled in nonpublic schools located within the boundaries of the district. **(Minn. Stat. 125A.03 and 125A.18 [2022])**
 - k. Make available to the parents and the general public the application and all documents relating to the application, including evaluations and reports. **(34 C.F.R. section 300.212)**
 - l. Be in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. section 794 (Section 504 Title 34) of the Code of Federal Regulations Part 104 (Nondiscrimination on the basis of disability, referred to as "Section 504"). **(Minn. Stat. 125A.55 [2022])**
 - m. Begin to obligate funds according to 34 C.F.R. section 76.708.
2. Policies and procedures for programs established and administered by the education agency shall be consistent with state and federal statutes, rules and regulations and will ensure:
- a. The rights of children with disabilities to a free appropriate public education (FAPE), including children in public charter schools, adult facilities, and private schools. **(34 C.F.R. section 300.101, 300.209 and 300.324(d), and Minn. Stat. 125A.03 and 125A.18 [2022])**
 - b. Full educational opportunities for all children with disabilities. **(34 C.F.R. section 300.109)**
 - c. That all children with disabilities, including those attending private schools or being home-schooled, who are in need of special education and related services, are identified, located, and evaluated, and a method is developed to determine which children are currently receiving services. **(34 C.F.R. section 300.111 and Minn. R. 3525.0750)**
 - d. To demonstrate that with appropriate accommodations, children with disabilities are included in statewide and districtwide assessment programs, and that this data is reported to the state education agency. **(20 U.S.C. section 1412(a)(16) and 20 U.S.C. section 612(a)(16))**
 - e. The development and implementation of a coordinated multidisciplinary, interagency intervention system to meet the needs of children with disabilities ages 3 to 21. **(Minn. Stat. 125A.023 and 125A.027 [2022])**
 - f. May establish a community transition interagency committee for youth with disabilities, beginning at grade nine or age equivalent, and their families. **(Minn. Stat. 125A.22 [2022])**
 - g. Procedures for evaluation and determination of eligibility for all children with disabilities under the jurisdiction of the district. **(34 C.F.R. section 300.301-300.311 and Minn. R. 3525.2710)**
 - h. Confidentiality of personally identifiable information collected, used or maintained specific to children with disabilities. **(34 C.F.R. section 300.123)**
 - i. The development, review and revision of the individualized education program (IEP), individualized family service plan (IFSP) or standardized written plan of each child with a disability, according to the IDEA. **(34 C.F.R. section 300.112, Minn. Stat. 125A.023, 125A.027, 125A.028 and 125A.32 [2022], and Minn. R. 3525.2810 and 3525.2900)**
 - j. Procedural safeguards are afforded children with disabilities and their parents, consistent with local agency policies and state and federal statutes, rules and regulations. **(34 C.F.R. section 300.121)**
 - k. Are educated in the regular education environment, except when satisfactory achievement cannot be attained in that environment. **(34 C.F.R. section 300.114)**
 - l. That a continuum of alternative placements is available to meet the needs of each child with a disability. **(34 C.F.R. section 300.115)**
 - m. That students with disabilities who are subject to suspension or expulsion from school are provided FAPE, a manifestation determination review, appropriate interim alternative educational setting and rights to a due process hearing. **(34 C.F.R. section 300.536 and 300.530–300.534, Minn. Stat. 125A.43)**
 - n. That schools will coordinate with the National Instructional Materials Access Center (NIMAC) and will provide students with print and reading disabilities accessible instructional materials in a timely manner. **(34 C.F.R. section 300.172(a))**
 - o. That schools not coordinating with the NIMAC will provide students with print and reading disabilities accessible instructional materials in a timely manner. **(34 C.F.R. section 300.172(b))**

Certification of Statement of Assurances

Single District Application: A Statement of Assurances submitted by a single district must be signed by the director of special education and the district superintendent or school board clerk.

Special Education Cooperative or Education District Application: The Statement of Assurances submitted by multiple districts must be signed by the director of special education from the host (fiscal agency) district **and** the superintendent or school board clerk of each applicant district. Directors may make copies of the Statement of Assurances and the Certification form to distribute to each school district. The director of special education must ensure: 1) that each district submits its application to MDE by the June 1 deadline; and, 2) that the application contains the signatures of both the director of special education and the district superintendent of the school or school board clerk in the Superintendent's absence.

We certify that to the best of our knowledge, the information contained in the school district(s) Total Special Education System(s) (TSES) plan is accurate and complete. We certify that the child count data submitted to MDE through the Minnesota Automated Reporting Student System (MARSS) will be complete, true and accurate. Each student included will be receiving special education services, have a current individualized education program and a current evaluation as of December 1, 2024. As representatives of a public agency applying for state and federal funds, we agree to provide special education services to students with disabilities that are in compliance with federal and state laws, rules, and regulations, and in accordance with the given assurances.

Signature* – Director of Special Education:	District/Cooperative Number: 0991-83	Date: 5/31/25
Signature* – District Superintendent or School Board Clerk:	District/Cooperative Number: 0414-01	Date: 5/31/25

*Original signature is required – do not use stamps or copies



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Common Assurances for Federal Programs

- ☐ By checking this box and saving the page, the grantee/subgrantee hereby certifies that he/she has read, understood and will comply with the attestations and assurances listed below, as applicable to the program(s) for which funding is requested.

Agreeing to these assurances is not an application for funds and does not obligate the applicant or Minnesota Department of Education (MDE) for the programs. This page consolidates the common assurances required by federal and state law. Additional specific program assurances may be included in the application or program plan for that individual program.

General Assurances

General Assurances and Certifications required for grants supported by state or federal funds.

The grantee/subgrantee hereby assures the Minnesota Department of Education that:

1. Each program will be administered in accordance with all applicable federal and Minnesota laws, regulations, rules, policies and approved applications.
2. The grantee/subgrantee assures that the organization, its employees, and contractors are not debarred, suspended, or otherwise excluded from participation in federal assistance programs or activities as the result of criminal or civil charges of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
3. The grantee/subgrantee will supplement and not supplant or replace non-federal funds and required activities.
4. The grantee/subgrantee will use federal funds only to support the purpose of the grant award and the activities approved in the funding application. The allowability of costs are determined in

accordance with the cost principles in OMB's Uniform Grant Guidance (2 CFR Part 200) and the terms and conditions of the federal award.

5. The grantee/subgrantee will administer state funds to the extent required by the authorizing statutes.
6. The grantee/subgrantee will adopt and use proper methods of administering each program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
7. The grantee/subgrantee will cooperate in carrying out any evaluation of each program conducted by or for the State educational agency or other Federal officials.
8. The grantee/subgrantee will use fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, funds paid to the subrecipient under each program.
9. The grantee/subgrantee will submit reports required by written instructions from MDE within the specified time period.
10. The grantee/subgrantee will retain all pertinent records and books of accounts related to the funding for a period of six years from the date when MDE receives the final expenditure report. If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
11. Equitable participation of non-public schools (if any) will be provided as required by each program. The applicant will consult with officials of non-public schools in a meaningful and timely manner, provide non-public participants genuine access to equitable services and equal expenditure of funds.

Federal Rules, Laws, and Regulations: The grantee/subgrantee shall be subject to and shall abide by all federal laws, rules, and regulations pertaining to the Subaward, including but not limited to:

1. [Title VI of the Civil Rights Act of 1964 \(42 USC § 2000d, et. seq.; 34 C.F.R. Part 100\)](#)
2. [Title VII of the Civil Rights Act of 1964 \(42 USC § 2000e, et. seq.; P.L. 88-352\)](#)
3. [Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act \(within Title VII\) \(42 USC § 2000e\(k\)\)](#)
4. [Title IX of the Education Amendments of \(20 USC §§ 1681-1688; 34 C.F.R. Part 106\)](#)
5. [Age Discrimination Act of 1975 \(29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621\)](#)
6. [Section 504 of the Rehabilitation Act of 1973 \(29 USC § 794; 34 C.F.R. Part 104\)](#)
7. [Americans with Disabilities Act, \(42 USC § 12101, et. seq.\)](#)
8. [Denial of Equal Educational Opportunity Prohibited \(20 USC § 1703\)](#)
9. [Fair Housing Act \(42 USC § 3601, et. seq.\)](#)
10. [Age Discrimination in Employment Act of 1967 \(42 USC § 6101 and 6102; 34 C.F.R. part 110\)](#)
11. [Prohibition against Discrimination Based on Blindness \(20 USC § 1684\)](#)
12. [Prohibition on Aiding and abetting Sexual Abuse \(20 USC § 7926: \(house.gov\)\)](#)
13. [Lobbying \(Title 31 of the USC § 1352\)](#)
14. [Drug-Free Workplace \(41 USC § 8101\)](#)

State Laws: The grantee/subgrantee shall be subject to and shall abide by all State laws, rules, and regulations pertaining to the sub award, including but not limited to:

1. [Minnesota Human Rights Act \(Minn. Stat. § 363A\)](#)
2. [Minnesota Statutes, section 121A.031, prohibits student bullying](#)
3. [Minnesota Statutes, section 121A.03 – requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence](#)
4. [Minnesota Statutes, section 121A.04 – prohibits sex discrimination in athletic programs](#)
5. [Minnesota Rules, part 3500.0550 – relating to Inclusive Educational Program Plan](#)
6. [Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700 – relating to equality of education opportunity, school desegregation, and prohibition of discriminatory practices](#)

Other Guidance, Laws, Rules or Regulations:[Gun-Free School Zones Act of 1990](#)[Child Internet Protection Act \(CIPA\)](#)[Constitutionally Protected Prayer in Public Schools Certification](#)

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user ID: Scott Monson

(scott.monson@minneotaschools.org)

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Standard Agreement Clause

- ☐ By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the attestations and assurances listed below, as applicable to the program(s) for which funding is requested.

1. RISK ASSESSMENT, MONITORING AND REMEDIES:

Risk assessments will be ongoing throughout the project period. The subgrantee agrees to allow the State to monitor the subgrantee to ensure compliance with program requirements, to identify any deficiencies in the administration and performance of the award and to facilitate the same. At the discretion of the State, monitoring may include but is not limited to the following: On-site visits, follow-up, document and/or desk reviews, third-party evaluations, virtual monitoring, technical assistance and informal monitoring such as email and telephone interviews. As appropriate, the cooperative audit resolution process may be applied.

The grantee/subgrantee agrees to comply with ongoing risk assessments, to facilitate the monitoring process, and further, the grantee/subgrantee understands and agrees that the requirements and conditions under the grant award may change as a result of the risk assessment and/or monitoring process.

In the event of noncompliance or failure to perform under the grant award, the State has the authority to apply remedies, including but not limited to: temporary withholding payments, disallowances, suspension or termination of the federal award, suspension of other federal awards received by the grantee/subgrantee, debarment, or other remedies including civil and/or criminal penalties as appropriate.

2. RETENTION AND INSPECTION OF RECORDS:

The grantee/subgrantee agrees to maintain or supervise the maintenance of records necessary for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, and statistical, fiscal, and other information records necessary for reporting and accountability required by the State. The grantee/subgrantee shall retain such records for a period of three years after the date of the submission of the final expenditure report.

If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. The three year retention period may be extended upon written notice by the State. Records for real property and equipment acquired with federal funds must be retained for three years after final disposition. When records are transferred to or maintained by the federal awarding agency or the State, the three-year retention requirement is not applicable to the grantee/subgrantee. In the event that the grantee/subgrantee must report program income after the period of performance, the retention period for the records pertaining to the earning of the program income starts from the end of the subgrantee's fiscal year in which the program income is earned. In the event the documents and their supporting records consist of indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable, the following applies: (1) If submitted for negotiation- If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the State) to form the basis for negotiation of the rate, then the three -year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation- If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the State) for negotiation purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the grantee/subgrantee's fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

The State, through any authorized representative, shall have access to and the right to examine and copy all records, books, papers or documents related to services rendered under this Agreement and shall have access to personnel of the grantee/subgrantee for purposes of interview and discussion related to the records, books, papers and documents. State proprietary information, which shall include all information disclosed to the grantee/subgrantee by the State, shall be retained in the grantee/subgrantee's secondary and backup systems and shall remain fully subject to the obligations of confidentiality stated herein until such information is erased or destroyed in accordance with the grantee/subgrantee's established record retention policies.

All payments to the grantee/subgrantee by the State are subject to site review and audit as prescribed and carried out by the State. Any over payment shall be returned to the State as directed in the written notification to the grantee/subgrantee.

3. AUDIT REQUIREMENTS:

If the grantee/subgrantee expends \$750,000 or more in federal awards during the subgrantee's fiscal year, the subgrantee must have an audit conducted in accordance with 2 CFR Part 200, Subpart F- Audit Requirements, by an auditor approved by the Auditor General to perform the audit.

If the grantee/subgrantee expends less than \$750,000 during any fiscal year, the State may perform a more limited program or performance audit related to the completion of the Agreement objects, the eligibility of services or costs, and adherence to Agreement provisions.

For either an entity-wide, independent financial audit or an audit under 2 CFR Part 200 Subpart F, the grantee/subgrantee shall resolve all interim audit findings to the satisfaction of the auditor. The subgrantee shall facilitate and aid any such reviews, examinations, agreed upon procedures etc., the State or its contractor(s) may perform. Failure to complete audit(s) as required, including resolving interim audit findings, will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of awards may be withheld, overhead costs may be disallowed, and/or awards may be suspended, until the audit is completely resolved. subgrantee

The grantee/subgrantee shall be responsible for payment of any and all audit exceptions which are identified by the State. The State may conduct an agreed upon procedures engagement as an audit

strategy. The grantee/subgrantee may be responsible for payment of any and all questioned costs, as defined in 2 C.F.R. 200.84, at the discretion of the State.

The books and records of the subgrantee must be made available if needed and upon request at the subgrantee's regular place of business for audit by personnel authorized by the State. The State and/or federal agency has the right to return to audit the program at any time during the record retention period, and to conduct recovery audits including the recovery of funds, as appropriate.

If applicable, the subgrantee agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards— 2CFR Part 200 (Uniform Administrative Requirements).

4. COST PRINCIPLES:

The grantee/subgrantee agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards— 2CFR Part 200 (Uniform Administrative Requirements).

5. SUB-RECIPIENT RESPONSIBILITIES AND COMPLIANCE WITH FEDERAL REQUIREMENTS

The grantee/subgrantee is responsible for notifying the State/Department of Education of any significant problems relating to the administrative, programmatic or financial aspects of the award. The grantee/subgrantee has full responsibility for the management of the project or activity supported under the award and for adherence to federal regulations and the award terms and conditions. Although the grantee/subgrantee is encouraged to seek the advice and opinion of State/Department of Education staff on special problems that may arise, such advice does not diminish the grantee/subgrantee's responsibility for making prudent and sound administrative judgments under the circumstances prevailing at the time the decision was made and should not imply that the responsibility for operating decisions has shifted to the State/Department of Education.

6. PROPERTY MANAGEMENT STANDARDS:

The grantee/subgrantee agrees to observe Federal Government uniform standards governing the utilization of property whose cost was charged to a project supported by a federal grant.

7. TECHNICAL ASSISTANCE:

The State agrees to provide technical assistance regarding the State's rules, regulations and policies to the subgrantee and to assist in the correction of problem areas identified by the State's monitoring activities.

8. HOLD HARMLESS:

The grantee/subgrantee agrees to hold harmless and indemnify the State of Minnesota, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings which may arise as the result of performing services hereunder. This section does not require the grantee/subgrantee to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.

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Program Assurances

You must either agree to assurances or certify that grantee/subgrantee will not receive funding for each program group listed below.

Click to review assurances for [ESEA Program Assurances](#)

- ☒ By selecting this option, the applicant hereby certifies that they have read, understood and will comply with the assurances listed, as applicable to the program(s) for which funding is requested. These assurances are binding for Districts/Fiscal Agents that are accepting funding under this program.
- ☐ Applicant certifies that by selecting this option their organization does not have funding in this program(s), for this application year, and therefore is not obligated to sign these assurances.

Click to review assurances for IDEA Special Education Part B Section 611, Ages 3 to 21.

- Finance code 419 - IDEA Special Education Part B Section 611
- Finance code 425 - IDEA Part B Section 611 Voluntary Coordinated Early Intervening Services (CEIS)
- Finance code 429 - IDEA Part B Section 611 Mandatory Coordinated Early Intervening Services (CEIS)
- Finance code 431 - IDEA Part B Section 611 School-wide Title I

[2025-2026 SFY 2026 Application](#)

- ☒ By selecting this option, the applicant hereby certifies that they have read, understood and will comply with the assurances listed, as applicable to the program(s) for which funding

[for Special Education Funds](#)

is requested. These assurances are binding for Districts/Fiscal Agents that are accepting funding under this program.

- ☐ Applicant certifies that by selecting this option their organization does not have funding in this program(s), for this application year, and therefore is not obligated to sign these assurances.

Click to review assurances for Finance code 421 - IDEA Part B Section 611 Regional Low Incidence Discretionary

[2025-2026 SFY 2026 Application for Special Education Funds](#)

- ☒ By selecting this option, the applicant hereby certifies that they have read, understood and will comply with the assurances listed, as applicable to the program(s) for which funding is requested. These assurances are binding for Districts/Fiscal Agents that are accepting funding under this program.

- ☐ Applicant certifies that by selecting this option their organization does not have funding in this program(s), for this application year, and therefore is not obligated to sign these assurances.

Click to review assurances for Finance code 432 - IDEA Part B Section 611 Regional Low Incidence CSPD Discretionary

[2025-2026 SFY 2026 Application for Special Education Funds](#)

- ☒ By selecting this option, the applicant hereby certifies that they have read, understood and will comply with the assurances listed, as applicable to the program(s) for which funding is requested. These assurances are binding for Districts/Fiscal Agents that are accepting funding under this program.

- ☐ Applicant certifies that by selecting this option their organization does not have funding in this program(s), for this application year, and therefore is not obligated to sign these assurances.

Click to review assurances for Finance code 420 - IDEA Part B Section 619 Preschool Incentive, Ages 3-5

[2025-2026 SFY 2026 Assurances FIN 420 Part B Section 619 Individuals with Disabilities Education Act](#)

- ☒ By selecting this option, the applicant hereby certifies that they have read, understood and will comply with the assurances listed, as applicable to the program(s) for which funding is requested. These assurances are binding for Districts/Fiscal Agents that are accepting funding under this program.

- ☐ Applicant certifies that by selecting this option their organization does not have funding in this program(s), for this application year, and therefore is not obligated to sign these assurances.

Click to review assurances for Finance code 430 - IDEA Part B Section 619 Centers of Excellence Discretionary CSPD

[2025-2026 SFY 2026 Assurances FIN 420 Part B](#)

- ☒ By selecting this option, the applicant hereby certifies that they have read, understood and will comply with the assurances listed, as applicable to the program(s) for which funding is requested. These assurances are binding for Districts/Fiscal Agents that are accepting funding under this program.

[Section 619](#)
[Individuals](#)
[with](#)
[Disabilities](#)
[Education](#)
[Act](#)

[2025-26](#)
[Assurances](#)
[FIN 430](#)
[Part B](#)
[Regional](#)
[CSPD](#)

- ☐ Applicant certifies that by selecting this option their organization does not have funding in this program(s), for this application year, and therefore is not obligated to sign these assurances.

Click to review assurances for Finance code 422 - IDEA Part C Infant and Toddlers, Ages 0-2

[2025-26](#)
[Assurances](#)
[FIN 422](#)
[Part C](#)
[Funds](#)
[SEAU](#)

- ☒ By selecting this option, the applicant hereby certifies that they have read, understood and will comply with the assurances listed, as applicable to the program(s) for which funding is requested. These assurances are binding for Districts/Fiscal Agents that are accepting funding under this program.

[2025-2026](#)
[SFY 2026](#)
[Assurances](#)
[Part C](#)
[Funds](#)
[General](#)
[Assurance](#)

- ☐ Applicant certifies that by selecting this option their organization does not have funding in this program(s), for this application year, and therefore is not obligated to sign these assurances.

Click to review assurances for Finance code 423 - IDEA Part C IEIC Regional Intergovernmental Agreement

[2025-2026](#)
[SFY 2026](#)
[Assurances](#)
[FIN 422](#)
[Part C](#)
[Funds](#)
[SEAU](#)

- ☒ By selecting this option, the applicant hereby certifies that they have read, understood and will comply with the assurances listed, as applicable to the program(s) for which funding is requested. These assurances are binding for Districts/Fiscal Agents that are accepting funding under this program.

[2025-2026](#)
[SFY 2026](#)
[Assurances](#)
[FIN 423](#)
[Regional](#)
[Part C](#)
[IEIC](#)

- ☐ Applicant certifies that by selecting this option their organization does not have funding in this program(s), for this application year, and therefore is not obligated to sign these assurances.

[2025-2026](#)
[SFY 2026](#)
[Assurances](#)
[Part C](#)
[Funds](#)
[General](#)
[Assurance](#)

Click to review assurances for Finance code 446 - IDEA Part C Regional Centers of Excellence CSPD

[2025-2026
SFY 2026
Assurances
FIN 422
Part C
Funds
SEAU](#)

☒ By selecting this option, the applicant hereby certifies that they have read, understood and will comply with the assurances listed, as applicable to the program(s) for which funding is requested. These assurances are binding for Districts/Fiscal Agents that are accepting funding under this program.

[2024-25
Assurances
FIN 446
Regional
Part C
IEIC](#)

☐ Applicant certifies that by selecting this option their organization does not have funding in this program(s), for this application year, and therefore is not obligated to sign these assurances.

[2025-2026
SFY 2026
Assurances
Part C
Funds
General
Assurance](#)

Save Page

user ID: Scott Monson

(scott.monson@minneotaschools.org)

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Applicant: 0414 Minneota Public School District
Application: 2025-2026 Central Data - 00-Central Data
Cycle: Original Application

Central Data ▼

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- [Application Print](#)

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- [Standard Agreement Clause](#)
- [Program Assurances](#)
- [Assurance Summary](#)

Assurance Summary

The authorized representative of the applicant certifies that they have read, understood and will comply with all of the provisions of the following assurances.

* Unless otherwise noted, these checkboxes will be automatically filled in as each of the separate certifications/assurances have been saved.

- ☐ Common Assurances
- ☐ Standard Agreement Clauses
- ☒ ARP ESSER III Assurances
- ☒ ESEA Program Assurances
- ☒ IDEA Consolidated Assurances
- ☐ The applicant agrees to display, in a public place, the hotline contact information of the Office of Inspector General of the United States Department of Education so that any individual who observes, detects, or suspects improper use of taxpayer funds can easily report such improper use. See [SEC. 9203. PREVENTING IMPROPER USE OF TAXPAYER FUNDS](#)
- ☐ The entity assures to the Minnesota Department of Education that the entity has a UEI in the System for Award Management (SAM) including an accurate nine-digit zip code (zip plus four) and that the zip plus four has been validated at the following website: [System for Award Management](#)

The assurances were fully agreed to on this date:

These assurances have been agreed to by:

Legal Entity Agrees



AGREEMENT COVER PAGE

MINNEOTA HIGH SCHOOL (“School”), BORCH’S (“Dealer”), and UNDER ARMOUR

SCHOOL KEY INFO

Customer Name: **Minneota High School**
Street Address: **504 N. Monroe St.**
City, State Zip: **Minneota, MN 56264**

Primary Contact Name: **Patty Myrvik**
Primary Contact Title: **Athletic Director**
Primary Contact Email: Patty.myrvik@minneotaschools.org

Mascot: **Vikings**
School Colors: **Royal/Gold**

DEALER KEY INFO

Dealer: **Borch’s**
Start Date: **7.1.2025**
Term (Years): **4**

End Date: **6.30.2029**

SPEND ESTIMATES

Customer’s Estimated Annual
Purchase of Rebate Products
in Year 1: \$40,000

Year 1 Rebate: 10%

UA HIGHLIGHT ATHLETIC AGREEMENT



ATHLETIC AGREEMENT (“AGREEMENT”) AMONG:

UNDER ARMOUR, CUSTOMER, AND TEAM DEALER

CUSTOMER Obligations to UNDER ARMOUR and its Authorized Servicing Team Dealer (“Team Dealer”)

- The term of this Agreement commences on July 1, 2025 and ends on June 30, 2029 (“Term”).
- During the Term, CUSTOMER shall purchase Under Armour apparel, footwear, and accessories (“**Products**,” and Products bearing Under Armour marks, “**Under Armour Products**”) for CUSTOMER’s athletic teams (“**Teams**”) from the Team Dealer set forth below.
- All Teams shall exclusively wear and use Under Armour Products head-to-toe, including without limitation footwear, socks, uniforms, and headwear, with the understanding that CUSTOMER may phase in the use of Under Armour Products so long as all Teams are fully exclusive at the start of the third year of the Term.
- CUSTOMER shall place orders with Team Dealer for Under Armour Products by:
 - (i) **January 15 for Fall Sports uniforms**
 - (ii) **May 31 for Winter Sports uniforms**
 - (iii) **November 15 for Spring Sports uniforms**
 - **Stock apparel (excluding uniforms), footwear, and accessories can be ordered at any time.**
- All CUSTOMER activities will be given access to Under Armour when applicable, via the Webstore (as defined below).
- CUSTOMER hereby grants to Under Armour the right to reproduce, display and otherwise use game photographs and/or audiovisual footage of Team games subject to applicable NCAA, NFHS, or applicable high school or governing body rules (collectively, “**Rules**”).

UNDER ARMOUR and TEAM DEALER Obligations to CUSTOMER

- Under Armour shall provide CUSTOMER a one-time Branding Package valued at **\$3,500** to be used on mutually approved co-branded materials
- Under Armour shall provide CUSTOMER with a product rebate based on the amount of Under Armour Purchases – inclusive of uniforms, in-line, and other licensed Products (collectively, “**Rebate Products**”) purchased by CUSTOMER from Team Dealer as follows:

Total Rebate Products Purchased	Product Rebate
\$1 - \$40,000	7%
\$40,001 - \$80,000	10%
\$80,001 - \$125,000	12%
\$125,001+	15%

For purposes of clarity, CUSTOMER’s Product Rebate will be: (1) determined by the amount of Rebate Products CUSTOMER purchases in the immediately preceding year; (2) provided on a biannual basis (7/15 and 1/15) in the applicable year; and (3) provided by Under Armour as Under Armour Products valued at retail pricing. By way of example, if CUSTOMER purchases \$90,000 worth of Rebate Products from Team Dealer in the first year, the Product Rebate for the next year will be twelve percent (12%). As such, CUSTOMER will receive a Product Rebate of 12% based on the total amount of Rebate Products CUSTOMER purchases in a quarter in the next year, so with respect to the aforementioned example, if in the 6 months of the next Contract Year, CUSTOMER purchases \$7,000 worth of Rebate Products, CUSTOMER will receive a Product Rebate of \$840 for those 6 months. Unused quarterly Product Rebate amounts will expire within sixty (60) days. In the first year of the Term, CUSTOMER’s Product Rebate will be based on CUSTOMER’s estimated annual purchase of Rebate Products and will be determined by CUSTOMER, Team Dealer, and Under Armour. Notwithstanding anything contained herein to the contrary, Under Armour reserves the right to modify, update, or amend the Product Rebate program in its sole discretion by providing CUSTOMER and Team Dealer with at least sixty (60) days prior written notice.

- Team Dealer shall establish, operate, and manage a webstore for any and all affiliated CUSTOMER activities accounts (including but not limited to activities, organizations and clubs’ parents, students, alumni, faculty, staff, etc.) (“**Webstore**”). Team Dealer will use good faith efforts to exclusively sell Under Armour Products on the Webstore, and will prominently feature Under Armour Products over any third party Products sold on the Webstore.
- Team Dealer shall maintain appropriate levels of Under Armour Products to satisfy CUSTOMER’s requirement on a timely basis.
- Team Dealer shall provide sales data to Under Armour quarterly on a QBR worksheet (or as requested).
- This Agreement shall be reviewed yearly by Under Armour and Team Dealer to ensure no major conditions of the Agreement have changed.

UA HIGHLIGHT ATHLETIC AGREEMENT



Termination. A party may terminate this agreement in the event of a material breach of any term or condition of this agreement by any other party and failure by the breaching party to cure the breach within ten (10) days following receipt of notice from the non-breaching party. In addition, Under Armour may change a Team Dealer upon thirty (30) days written notice to Team Dealer(s) and CUSTOMER. Further, Under Armour shall have the right to terminate this agreement if: (a) a Team is required to wear and/or use Products that are not supplied by Under Armour; or (b) CUSTOMER coaches, staff, or Team members commit any act or are involved in any occurrence which in the sole but reasonable discretion of Under Armour reflects unfavorably upon Under Armour or its Products.

Miscellaneous. Maryland law shall govern this Agreement, without regard to principles of conflicts of laws thereunder. The parties agree that the terms of this Agreement are confidential and except as required by applicable law, the parties shall not disclose in any way or to any third party any terms of this Agreement. CUSTOMER shall not assign its rights or obligations under this Agreement without prior written consent of Under Armour. The relationship among Under Armour, Team Dealer, and CUSTOMER shall be that of independent contractors. This Agreement may be executed in two (2) counterparts, each of which shall be deemed an original but both of which together shall constitute one and the same agreement. The signatures of the parties may be delivered by facsimile or imaged document, in PDF, TIFF, or JPEG format, and if delivered by facsimile or imaged document, said executed documents may be considered originals for all purposes.

IN WITNESS WHEREOF, each party acknowledges that a duly authorized representative of such party has executed this Agreement as of the date set forth below, and acknowledges that such party has read, understands and agrees to the terms and conditions of this Agreement.

CUSTOMER

UNDER ARMOUR, INC.

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

TEAM DEALER

Signature

Printed Name

Title

Date

Members of the School Board
Independent School District No. 414
504 North Monroe
Minneota, Minnesota 56264

We are pleased to confirm our understanding of the services we are to provide for Independent School District No. 414, Minneota, Minnesota for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the disclosures, which collectively comprise the basic financial statements of Independent School District No. 414, Minneota, Minnesota as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Independent School District No. 414, Minneota, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Independent School District No. 414, Minneota, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedules (General and Special Revenue Funds).
- 3) GASB-required supplementary pension and OPEB schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies Independent School District No. 414, Minneota, Minnesota's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Uniform financial accounting and reporting standards compliance table.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory Section.
- 2) Budgetary comparison schedule (Debt Service Fund).
- 3) General Fund – Historical Analysis.
- 4) Community Service Fund – Detail Analysis.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS; Minnesota statutes; U.F.A.R.S principles; and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of Independent School District No. 414, Minneota, Minnesota and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the school district. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or

warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the school district and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Independent School District No. 414, Minneota, Minnesota's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of

America, and for compliance with applicable laws and regulations, and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months, if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the school district from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, cash to accrual conversion and/or audit adjustments (when necessary), uniform compliance table, and related notes of Independent School District No. 414, Minneota,

Minnesota in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement, cash to accrual conversion and/or audit adjustments (when necessary), uniform compliance table, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements, cash to accrual conversion and/or audit adjustments (when necessary), uniform compliance table, and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, cash to accrual conversion and/or audit adjustments (when necessary), uniform compliance table, and related notes and that you have reviewed and approved the financial statements, cash to accrual conversion and/or audit adjustments (when necessary), uniform compliance table, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Hoffman & Brobst, PLLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Minnesota Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Hoffman & Brobst, PLLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Minnesota Department of Education. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Lisa Zmeskal is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in August and to issue our reports no later than December 31, 2025.

Our estimated fees are based on two components of our engagement. First, our fee for the audit of your financial statements in accordance with GAAS; Minnesota Statutes; U.F.A.R.S. principles; and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States will be \$26,175 for the year ended June 30, 2025. Second, our fees for any additional services not covered under the scope of our audit, including assistance with the implementation of new accounting standards, will be at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be issued as work progresses and are payable on presentation.

Reporting

We will issue a written report upon completion of our audit of Independent School District No. 414, Minneota, Minnesota's financial statements. Our report will be addressed to the Members of the School Board of Independent School District No. 414, Minneota, Minnesota. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Independent School District No. 414, Minneota, Minnesota is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to Independent School District No. 414, Minneota, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Hoffman & Brobst, PLLP

Hoffman & Brobst, PLLP
Certified Public Accountants
Marshall, Minnesota

May 20, 2025

RESPONSE:

This letter correctly sets forth the understanding of Independent School District No. 414, Minneota, Minnesota.

By: _____
Title: _____
Date: _____

PREVIOUS

BUSINESS



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.

<i>Legal References:</i>	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)
<i>Cross References:</i>	Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)
	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)

NEW

BUSINESS

NEW BUSINESS

2025-2026 PRELIMINARY BUDGET

-  Not an action item
-  Preliminary – final review/approval in June
-  Enrollment is crucial [**55% of Fund 1 revenue*]
-  Still unknowns
-  Finance Committee met May 23
-  Review and ask questions

2025-2026 PRELIMINARY BUDGET

STUDENT ENROLLMENT DRIVES IT

Grade	2020-2021 Funded	2021-2022 Funded	2022-2023 Funded	2023-2024 Funded	2024-2025 Current	2025-2026 Projected
PreK	6.8	6.1	5.3	7.6	58	41
HK/K	22.6	39.3	31.8	42.1	30	38
1st Grade	31.1	23.8	39.1	33.0	41	30
2nd Grade	30.1	31.4	25.5	41.8	33	42
3rd Grade	42.3	33.9	32.6	29.0	42	34
4th Grade	28.0	42.9	36.3	31.5	31	43
5th Grade	37.0	24.9	46.6	37.5	33	32
6th Grade	36.2	37.5	23.5	46.2	38	33
7th Grade	46.8	47.6	53.3	42.6	52	47
8th Grade	46.4	46.3	48.1	54.3	43	52
9th Grade	45.0	50.1	44.9	49.3	53	48
10th Grade	45.6	43.7	49.0	45.1	50	53
11th Grade	48.3	45.0	42.7	46.2	46	48
12th Grade	49.2	45.7	42.6	42.7	43	43
Total (K-12)	509	512	516	541	535	544
Total (PreK-12)	516	518	521	549	593	585
K-12 Change from Previous Year					-6	9



2025-2026 PRELIMINARY BUDGET OVERVIEW

Fund	Current 2024-2025 Budget			Proposed 2025-2026 Budget		
	Revenues	Expenses	Projected Result	Revenues	Expenses	Projected Result
01 - General	\$ 7,967,047	\$ 7,930,185	\$ 36,862	\$ 8,336,404	\$ 8,280,770	\$ 55,635
				\$ 369,357	\$ 350,585	\$ 18,773
02 - Food Service	\$ 501,520	\$ 517,663	\$ (16,143)	\$ 506,520	\$ 506,538	\$ (18)
				\$ 5,000	\$ (11,125)	\$ 16,125
04 - Community Services/Education	\$ 191,756	\$ 253,575	\$ (61,819)	\$ 203,400	\$ 265,582	\$ (62,182)
				\$ 11,644	\$ 12,007	\$ (363)
06 - Technology	\$ 85,000	\$ 264,358	\$ (179,358)	\$ 110,000	\$ 254,500	\$ (144,500)
				\$ 25,000	\$ (9,858)	\$ 34,858
07 - Debt Service	\$ 1,714,917	\$ 1,545,578	\$ 169,339	\$ 1,588,976	\$ 1,552,875	\$ 36,101
				\$ (125,941)	\$ 7,297	\$ (133,238)
All Funds - Total	\$ 10,460,240	\$ 10,511,359	\$ (51,119)	\$ 10,745,300	\$ 10,860,265	\$ (114,964)
				\$ 285,060	\$ 348,906	\$ (63,845)



2025-2026 PRELIMINARY BUDGET OVERVIEW

Fund	Proposed 2025-2026 Budget		
	Revenues	Expenses	Projected Result
01 - General	\$ 8,336,404	\$ 8,280,770	\$ 55,635
	\$ 369,357	\$ 350,585	\$ 18,773
02 - Food Service	\$ 506,520	\$ 506,538	\$ (18)
	\$ 5,000	\$ (11,125)	\$ 16,125
04 - Community Services/Education	\$ 203,400	\$ 265,582	\$ (62,182)
	\$ 11,644	\$ 12,007	\$ (363)
06 - Technology	\$ 110,000	\$ 254,500	\$ (144,500)
	\$ 25,000	\$ (9,858)	\$ 34,858
07 - Debt Service	\$ 1,588,976	\$ 1,552,875	\$ 36,101
	\$ (125,941)	\$ 7,297	\$ (133,238)
All Funds - Total	\$ 10,745,300	\$ 10,860,265	\$ (114,964)
	\$ 285,060	\$ 348,906	\$ (63,845)

\$ 55,635	General Fund Surplus
\$ (62,182)	Community Education Deficit
\$ (6,547)	Net General Fund Projected Surplus



2024-2025 PRELIMINARY BUDGET GENERAL FUND

Fund 1: General Fund Major Revenue Changes			
Description	FY25 Budget	FY26 Proposed	+/- From FY25
Levy	\$ 295,536	\$ 315,341	\$ 19,805
<i>Likely due to changing [increasing] taxable value and student enrollment.</i>			
Tuition from MN Schl	\$ 329,320	\$ 365,000	\$ 35,680
<i>More non-SpEd tuitioned students from Ivanhoe.</i>			
General Ed Aid	\$ 4,363,724	\$ 4,505,360	\$ 141,636
<i>Slight funding increase from the State of Minnesota; projected K-12 enrollment increase from FY25.</i>			
Unemployment Insurance	\$ 42,360	\$ 60,000	\$ 17,640
<i>We are now figuring out how the amount of revenue we are given is calculated.</i>			
Basic Skills Aid	\$ 223,965	\$ 208,044	\$ (15,921)
<i>This is due to a different way the State is going to calculate Compensatory funding.</i>			
SWWC Lease Levy	\$ 11,578	\$ 23,095	\$ 11,517
<i>SWWC facilities planning; this increased expense is mostly offset by a new levy authority provided last year.</i>			
REAP Federal Grant	\$ 39,986	\$ 54,881	\$ 14,895
<i>For various reasons/criteria, our district now qualifies for additional funding for REAP [technology].</i>			
Technology Levy	\$ 249,494	\$ 334,550	\$ 85,056
<i>As the taxable valuation of properties in the district increases; the amount of revenue for this also goes up.</i>			
CTE Levy	\$ 49,198	\$ 70,082	\$ 20,884
<i>Multiple calculations involved in this figure and most are changing favorably for our district.</i>			
ESSER III Funding	\$ 81,357	\$ -	\$ (81,357)
<i>We used up our ESSER funds this year; there are accompanying reductions in expenses as well to offset.</i>			
Special Education Aid	\$ 825,000	\$ 950,000	\$ 125,000
<i>This revenue source is projected to increase even more than \$125k, but I am being conservative.</i>			
Total of These Major Revenue Changes [>\$10K]			\$ 374,835
Other Revenue Changes			\$ (28,562)



2024-2025 PRELIMINARY BUDGET

GENERAL FUND

Fund 1: General Fund Major Expense Changes			
Description	FY25 Budget	FY26 Proposed	+/- From FY25
Salary-Speech Pathologist	\$ 108,089	\$ 152,500	\$ 44,411
<i>This is a compilation of the increases from the SWWC contract changes for FY26.</i>			
Staff Development	\$ 62,421	\$ 73,994	\$ 11,573
<i>Re-coding of ongoing staff development costs for staff to continue to improve professionally.</i>			
School Vehicle	\$ 108,816	\$ 60,000	\$ (48,816)
<i>We aren't planning to purchase a Suburban in FY26, although we are looking at vans and all options.</i>			
Bus Contract	\$ 338,580	\$ 353,817	\$ 15,237
<i>Reflects the/a 4.5% increase from FY25 to FY26, which was previously negotiated.</i>			
Repair/Maintenance - Boilers	\$ 50,000	\$ 75,000	\$ 25,000
<i>We've done a lot of work to our boilers, but they continue to get older, and it is difficult to know what will break down.</i>			
Grounds Repair & Maintenance	\$ 25,000	\$ 55,000	\$ 30,000
<i>I've included \$30,000 in this budget for addressing the "washout" between the school and the softball field; it's time to do so, IMO.</i>			
School Bldg-Electricity	\$ 95,000	\$ 80,000	\$ (15,000)
<i>Trying to align our budget with past history, in addition to discounted rates we are seeing from Otter Tail.</i>			
FF&E Annual Expense			\$ 30,000
<i>We need to allocate funds to purchase furniture, fixtures, and equipment for our building on an annual basis.</i>			
ESSER Expenses	\$ 81,357	\$ -	\$ (81,357)
<i>We used up our ESSER funds this year; there are accompanying reductions in revenue to offset the reduction in expenses.</i>			
Athletic Training and Other Services	\$ 11,500	\$ 30,000	\$ 18,500
<i>I/we 'just' flat out misbudgeted this line item in FY25, so this is a "catch-up" adjustment for FY26.</i>			
High School Principal	\$ 123,200	\$ 139,600	\$ 16,400
<i>This is due to the new person taking family health insurance; while Heather was not taking any insurance [in lieu].</i>			
TRA Increase			\$ 20,000
<i>The employer contribution rate for MN TRA is increasing by 0.75%; on a \$3 million plus salary bank, it adds up.</i>			
Total of these Major Expense Changes [>\$10K]			\$ 65,948
Other Expense Changes			\$ 259,971
*Potential staff compensation increases and estimated union settlement costs are included in these figures.			



2025-2026 PRELIMINARY BUDGET

FOOD SERVICE FUND

Fund 2: Food Service Major Revenue Changes			
Description	FY25 Budget	FY26 Proposed	+/- From FY25
State Aid - Lunch	\$ 208,000.00	\$ 230,000.00	\$ 22,000.00
<i>Increase based on this year's actual year-to-date figures.</i>			
Free & Reduced Lunch	\$ 95,000.00	\$ 74,000.00	\$ (21,000.00)
<i>Decrease based on this year's actual year-to-date figures.</i>			
Commodity Distribution	\$ 42,000.00	\$ 49,000.00	\$ 7,000.00
<i>Increase based on a rising cost of food values [commodities].</i>			
State Aid - Breakfast	\$ 45,000.00	\$ 50,000.00	\$ 5,000.00
<i>Increase based on this year's actual year-to-date figures.</i>			
Breakfast Program	\$ 37,500.00	\$ 30,000.00	\$ (7,500.00)
<i>Decrease based on this year's actual year-to-date figures.</i>			
Total of These Major Revenue Changes [>\$5k]			\$ 5,500.00
Other Revenue Changes			\$ (500.00)
Fund 2: Food Service Major Expense Changes			
Description	FY25 Budget	FY26 Proposed	+/- From FY25
Food Costs - Lunch	\$ 170,000.00	\$ 145,000.00	\$ (25,000.00)
<i>Need(ed) to factor in an end-of-the-year adjusting entry that reduces this expense line item.</i>			
Commodities	\$ 42,000.00	\$ 49,000.00	\$ 7,000.00
<i>Increase based on a rising cost of food values [commodities].</i>			
Total of these Major Expense Changes [>\$5K]			\$ (18,000.00)
Other Expense Changes			\$ (1,625.00)
*Potential staff compensation increases and estimated union settlement costs are included in these figures.			



2025-2026 PRELIMINARY BUDGET

COMMUNITY SERVICES FUND

Fund 4: Community Services Major Revenue Changes			
Description	FY25 Budget	FY26 Proposed	+/- From FY25
Levy	\$ 15,072.00	\$ 22,994.00	\$ 7,922.00
<i>This revenue source is based on several calculations; likely increasing due to property values and student enrollment.</i>			
Total of These Major Revenue Changes [>\$5K]			\$ 7,922.00
Other Revenue Changes			\$ 3,722.00



2025-2026 PRELIMINARY BUDGET TECHNOLOGY [*BUILDING*] FUND

Fund 6: Technology Major Revenue Changes

Description	FY25 Budget	FY26 Proposed	+/- From FY25
Interest Earnings	\$ 85,000.00	\$ 110,000.00	\$ 25,000.00
<i>This figure is based on information that PMA provided me.</i>			
Total of These Major Revenue Changes [>\$5K]			\$ 25,000.00

Fund 6: Technology Major Expense Changes

Description	FY25 Budget	FY26 Proposed	+/- From FY25
Instructional Technology Devices	\$ 264,358.00	\$ 254,500.00	\$ (9,858.00)
<i>Currently planning to spend less in FY26 than in FY25, largely due to significant technology levy increase in FY26.</i>			
Total of these Major Expense Changes [>\$5K]			\$ (9,858.00)



2025-2026 PRELIMINARY BUDGET

DEBT SERVICE FUND

Fund 7: Debt Service Major Revenue Changes

Description	FY25 Budget	FY26 Proposed	+/- From FY25
Levy	\$ 762,288.00	\$ 706,581.00	\$ (55,707.00)
<i>Levies are based on a variety of factors and formulas, and this is calculated by the MDE.</i>			
Other Property Tax Credit	\$ 821,377.00	\$ 762,288.00	\$ (59,089.00)
<i>Levies are based on a variety of factors and formulas, and this is calculated by the MDE.</i>			
LTFM Aid	\$ 80,578.00	\$ 71,912.00	\$ (8,666.00)
<i>As we become a more "wealthy per student" district, it is likely we will see AIDS go down and LEVIES increase.</i>			
Total of These Major Revenue Changes [>\$5k]			\$ (123,462.00)
Other Revenue Changes			\$ (2,479.00)

Fund 7: Debt Service Major Expense Changes

Description	FY25 Budget	FY26 Proposed	+/- From FY25
Bond Redemption	\$ 1,115,000.00	\$ 1,215,000.00	\$ 100,000.00
<i>This increase is solely due to our bond re-payment schedule, which was determined a long time ago.</i>			
Bond Interest	\$ 429,528.00	\$ 335,000.00	\$ (94,528.00)
<i>This decrease is solely due to our bond re-payment schedule, which was determined a long time ago.</i>			
Total of these Major Expense Changes [>\$5K]			\$ 5,472.00
Other Expense Changes			\$ 1,825.00



2025-2026 PRELIMINARY BUDGET

FUND BALANCE PROJECTIONS

Fund	Fund Balance	2024-2025 Current Budget			Projected Fund Balance	Percent of Expenses
	June 30, 2024	Revenues	Expenses	Result	June 30, 2025	
Fund 1: General	\$ 2,249,926	\$ 7,967,047	\$ 7,930,185	\$ 36,862	\$ 2,286,788	28.8%
Fund 2: Food Service	\$ 184,251	\$ 501,520	\$ 517,663	\$ (16,143)	\$ 168,108	32.5%
Fund 4: Community Services	\$ 53,177	\$ 191,756	\$ 253,575	\$ (61,819)	\$ (8,642)	-3.4%
Fund 6: Technology	\$ 2,642,317	\$ 85,000	\$ 264,358	\$ (179,358)	\$ 2,462,959	931.7%
Fund 7: Debt Service	\$ 288,214	\$ 1,714,917	\$ 1,545,578	\$ 169,339	\$ 457,553	29.6%
2024-2025 All Funds Totals	\$ 5,417,885	\$ 10,460,240	\$ 10,511,359	\$ (51,119)	\$ 5,366,766	51.1%

Fund	Projected Fund Balance	2025-2026 Preliminary Proposed Budget			Projected Fund Balance	Percent of Expenses
	June 30, 2025	Revenues	Expenses	Result	June 30, 2026	
Fund 1: General	\$ 2,286,788	\$ 8,336,404	\$ 8,280,770	\$ 55,635	\$ 2,342,423	28.3%
Fund 2: Food Service	\$ 168,108	\$ 506,520	\$ 506,538	\$ (18)	\$ 168,090	33.2%
Fund 4: Community Services	\$ (8,642)	\$ 203,400	\$ 265,582	\$ (62,182)	\$ (70,824)	-26.7%
Fund 6: Technology	\$ 2,462,959	\$ 110,000	\$ 254,500	\$ (144,500)	\$ 2,318,459	911.0%
Fund 7: Debt Service	\$ 457,553	\$ 1,588,976	\$ 1,552,875	\$ 36,101	\$ 493,654	31.8%
2025-2026 All Funds Totals	\$ 5,366,766	\$ 10,745,300	\$ 10,860,265	\$ (114,964)	\$ 5,251,802	48.4%



ANY QUESTIONS OR COMMENTS?



Minneota Public Schools | 2025-2026 Fees, Prices, and Rates

Approved by the School Board: _____

What	Who/What	2024-2025	2025-2026 Recommended
Game Admission	Adult	\$ 8.00	\$ 8.00
	Senior	FREE	FREE
	Student	FREE	FREE
Activity Pass	Adult	\$ 70.00	\$ 75.00
	Couple	\$ 130.00	\$ 135.00
	Senior (65)	FREE	FREE
	Student	FREE	FREE
	Band Students Grades 9-12	FREE	FREE
Participation Fees	Junior High	\$ 80.00	\$ 85.00
	Senior High	\$ 105.00	\$ 110.00
	Jr. High Individual Cap	\$ 210.00	\$ 215.00
	Sr. High Individual Cap	\$ 260.00	\$ 265.00
	Family Cap	\$ 450.00	\$ 460.00
Sliding Scale for Participation Fees	Reduced Lunch 7-12	50% of Fee	50% of Fee
	Free Lunch 7-12	25% of Fee	25% of Fee
Food Service	Adult Lunch	\$ 5.00	\$ 5.05
	High School Lunch*	\$ 4.00	\$ 4.05
	Elementary Lunch*	\$ 3.25	\$ 3.30
	Adult Extra Entrée	\$ 2.00	\$ 2.10
	Student Extra Entrée	\$ 2.00	\$ 2.10
	Student & Adult Entrée Plus	\$ 3.00	\$ 3.10
	Take-To-Go Salad	\$ 3.00	\$ 3.25
	Adult Breakfast	\$ 3.50	\$ 3.55
	Student Breakfast*	\$ 2.25	\$ 2.30
	Extra Milk	\$ 0.45	\$ 0.45
All PreK-12 students are able to have one free breakfast and one free lunch each day.			
Band Rental	Percussion	\$ 50.00	\$ 50.00
	Instrument	\$ 50.00	\$ 50.00
Online Payments	Fee/Transaction	\$ 5.00	\$ 5.00
Substitute	Teacher	\$170 - full day	\$180 - full day
	Paraprofessional	\$16.50 per hour	\$17.00 per hour
	School Nurse	\$16.50 per hour	\$18.00 per hour
	Food Service	\$17.50 per hour	\$17.50 per hour
Event Staff	Ticket Takers	\$ 40.00	\$ 40.00
	Concession Workers	\$ 40.00	\$ 40.00
	Clock Operators	\$ 40.00	\$ 40.00
	Official Scorers/Books	\$ 40.00	\$ 40.00
	Public Address Announcers	\$ 40.00	\$ 40.00
	Game/Event Supervisors	\$ 50.00	\$ 50.00
	Security and Extra Supervision Staff	\$ 50.00	\$ 50.00
	Sub-Varsity Official-Umpire-Judge	\$ 60.00	\$ 60.00
	Volleyball Line Judge	\$ 40.00	\$ 40.00
Student Device Insurance	Full price meal student	\$ 25.00	\$ 25.00
	Reduced price meal student	\$ 10.00	\$ 10.00
	Free meal price student	\$ -	\$ -

Minneota Public Schools | 2025-2026 Fees, Prices, and Rates

Blue Category Activities			Yellow Category Activities		
<u>Fall Activities</u>	9-12 Fee	JH Fee	<u>Activity</u>	9-12 Fee	JH Fee
Cross Country	\$ 110	\$ 85	Competition Band	\$ 20	\$ 10
Football	\$ 110	\$ 85	Competition Vocal	\$ 20	\$ 10
Volleyball	\$ 110	\$ 85	Speech	\$ 60	\$ 30
<u>Winter Activities</u>	9-12 Fee	JH Fee	Robotics	\$ 60	\$ 30
Basketball	\$ 110	\$ 85	FCCLA	\$ 60	\$ 30
Dance Team	\$ 110	\$ 85	FFA	\$ 60	\$ 30
Wrestling	\$ 110	\$ 85	Knowledge Bowl	\$ 50	\$ 25
<u>Spring Activities</u>	9-12 Fee	JH Fee	MathCounts	\$ 50	\$ 25
Baseball	\$ 110	\$ 85	MSHSL Visual Arts	\$ 50	\$ 25
Golf	\$ 110	\$ 85	Fall Musical	\$ 60	\$ 30
Softball	\$ 110	\$ 85	One-Act Play	\$ 60	\$ 30
Track	\$ 110	\$ 85	Clay Target League	\$ 60	\$ 30
Free-Meal students pay 25% of the Activity Fee.					
Reduced-Meal students pay 50% of the Activity Fee.					
Family Cap/Maximum is \$460.					



Minneota Public Schools

Honor. Respect. High Expectations.

LITERACY PLAN FOR THE 2025-26 SCHOOL YEAR

DISTRICT OR CHARTER SCHOOL INFORMATION

District or Charter School Name and Number: Minneota Public Schools 0414

Date of Last Revision: June 7, 2024

MINNESOTA READ ACT GOAL

The goal of the READ Act is to have every Minnesota child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals [Minn. Stat. 120B.12 \(2023\)](#).

SECTION 1: DISTRICT OR CHARTER SCHOOL LITERACY GOAL(S)

Describe the district or charter school's literacy goals for the 2025-26 school year.

1-Structured Literacy Professional Development: By June 30, 2026, 100% of phase one educators in our school district will be certified in an approved Minnesota Department of Education reading training [LETRS], as evidenced by completion certificates or documentation, ensuring that all educators are equipped with the necessary skills to effectively teach reading to students.

2-Screening: Minneota Public Schools will implement the newly approved MDE screening tool (Capti Assess) to students in grades 4-12 who have been identified as not reading at grade level.

3-Curriculum: Minneota Public Schools will use the 2025-2026 school year to engage in a comprehensive review and audit of new reading curriculum. Specifically, grades 1-2 will fully

implement the Guided Phonics curriculum as a foundational skills tool. Grades 3-6 will fully implement Functional Morphology. All literacy staff will engage in a review of knowledge-building reading curriculum tools and a curriculum needs assessment of current tools. It is our expectation that by May 2026, a decision will be made regarding the curriculum resources that will be implemented at all levels in the year to follow. This will allow for additional professional development training and planning prior to the start of the 2026-2027 school year.

UNIVERSAL AND DYSLLEXIA SCREENING

Identify which screener system is being utilized:

MPS uses FASTBridge to screen students three times per year in grades K-3. FASTBridge is an approved reading screener and is a research-based universal screening and progress monitoring tool for academics and social-emotional-behavior (SEB) with intervention recommendations. In the 2025-2026 school year, MPS will screen all K-12 students enrolled in the fall. Students in grades K-3 will be screened again for reading in the winter and spring. Students in grades 4+ will be screened universally in the winter and spring if they did not meet proficiency in the fall. All *newly enrolled* students in grades 4+ will be screened as well to determine proficiency and mastery of foundational reading skills. The testing window for the 2025-2026 school year includes three windows with the first being within the first 6 weeks of the school year, the second being before February 1, and the last being within the last six weeks of the school year.

SECTION 2: K-3 SCREENING TOOLS

2.1 Indicate in the chart below the assessment(s) used for universal and dyslexia screening for grades K-3 students, what skills are assessed with the screener, and how often the screener data is collected.

Name of the Assessment	Target Audience (Grades K-3)	What component of reading is being assessed? (Each component should be addressed.)	Assessment Type (Each type of assessment should be represented.)	How often is the data being collected?
FastBridge: earlyReading (Grades K-1), CBMReading (Grades 1-3) earlyReading Nonsense Words (Grades 2-3)	<input checked="" type="checkbox"/> Grade K <input checked="" type="checkbox"/> Grade 1 <input checked="" type="checkbox"/> Grade 2 <input checked="" type="checkbox"/> Grade 3	<input checked="" type="checkbox"/> Oral Language <input checked="" type="checkbox"/> Phonological Awareness <input checked="" type="checkbox"/> Phonics <input checked="" type="checkbox"/> Fluency <input checked="" type="checkbox"/> Vocabulary <input checked="" type="checkbox"/> Comprehension	<input checked="" type="checkbox"/> Universal Screening <input checked="" type="checkbox"/> Dyslexia Screening	<input checked="" type="checkbox"/> First 6 weeks of School (Fall) <input checked="" type="checkbox"/> Winter (optional) <input checked="" type="checkbox"/> Last 6 weeks of School (Spring)

2.2 Identify what criteria was used to determine benchmark for screener data, for each grade level.

- ☐ MDE composites
- ☒ Vendor composites using vendor benchmarks
- ☒ Vendor composites using district set benchmark (an additional question will appear where the district set benchmark must be identified.)
- ☐ Other: Criteria (an additional question will appear where an explanation can be written.)
- ☐ Grade level not served

2.3 Identify any additional screeners used in grades K-3. Use "NA" if additional screeners were not used.

NA

SECTION 3: 4-12 SCREENING TOOLS

For students who do not demonstrate mastery of foundational reading skills, indicate in the chart below the assessment(s) used for universal and dyslexia screening, what skills are assessed with the screener, and how often the screener data is collected.

Name of the Assessment	Target Audience (Grades 4-12)	What component of reading is being assessed? (Each component should be addressed.)	Assessment Type (Each type of assessment should be represented.)	How often is the data being collected?
Name of Screener: FastBridge Capti Assess	<input checked="" type="checkbox"/> Grade 4 <input checked="" type="checkbox"/> Grade 5 <input checked="" type="checkbox"/> Grade 6 <input checked="" type="checkbox"/> Grade 7 <input checked="" type="checkbox"/> Grade 8 <input checked="" type="checkbox"/> Grade 9 <input checked="" type="checkbox"/> Grade 10 <input checked="" type="checkbox"/> Grade 11 <input checked="" type="checkbox"/> Grade 12	<input checked="" type="checkbox"/> Oral Language <input checked="" type="checkbox"/> Phonological Awareness <input checked="" type="checkbox"/> Phonics <input checked="" type="checkbox"/> Fluency <input checked="" type="checkbox"/> Vocabulary <input checked="" type="checkbox"/> Comprehension	<input checked="" type="checkbox"/> Universal Screening <input checked="" type="checkbox"/> Dyslexia Screening	<input checked="" type="checkbox"/> First 6 weeks of School (Fall) <input checked="" type="checkbox"/> Winter (optional) <input checked="" type="checkbox"/> Last 6 weeks of School (Spring)

In the 2025-2026 school year, MPS will screen all K-12 students enrolled in the fall. Students in grades K-3 will be screened again for reading in the winter and spring. Students in grades 4+ will be screened universally in the winter and spring if they did not meet proficiency in the fall. All *newly enrolled* students in grades 4+ will be screened as well to determine proficiency and mastery of foundational reading skills. The testing window for the 2025-2026 school year includes three windows with the first being within the first 6 weeks of the school year, the

second being before February 1, and the last being within the last six weeks of the school year

SECTION 4: PARENT NOTIFICATION AND INVOLVEMENT

Describe the method(s) that are used to notify parents or guardians when children are identified as not reading at or above grade level and the reading-related services provided. Include what strategies are shared with parents/families to use at home.

As part of our commitment to keeping families informed, we host parent-teacher conferences twice a year to discuss students' academic performance, including their reading skills.

Elementary families will be notified at fall conferences of their child's fall screening data. This information will also inform families if their child is receiving intervention within the classroom or out of the classroom along with the frequency of the intervention. Families with students in grades 6-12 may receive information via the JMC Portal or upon request. Printed MCA reports are provided to families at fall conferences for students who completed grades 3-8, 10 and 11 in the prior school year.

All elementary schools inform parents of intervention processes through the use of a school compact. Students who receive Reading Corps services will receive a letter that describes their progress in intervention sessions along with activities for families to do at home.

If a student is below grade level at the Winter Benchmark, a parent-letter will be sent home. This letter will provide information about progress to parents and guardians. Information will be shared about strategies that can be used at home to support their child's growth in reading.

In addition to conferences, the elementary also sends home weekly or biweekly newsletters with students that outline the content being taught in the classroom, including reading assignments and activities. We encourage families to review these newsletters with students to stay up to date on their progress.

Furthermore, our teachers are available to communicate with families through phone calls, emails, and various online applications. If families have any questions or concerns about their child's reading development, they are available to request meetings with the necessary staff.

SECTION 5: DATA BASE DECISION-MAKING FOR ACTION

SECTION 6: MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

SECTION 7: CORE READING INSTRUCTION AND CURRICULA GRADES K-5

Please indicate the curricula used for core reading instruction at each grade level. Include a description of how the curricula is used and the model of delivery.

Grade	Implemented Curricula	Level of Alignment Highly Aligned Partially Minimally Not Aligned Non-ranked	Description of Curricula Use (Foundational Skills, Knowledge Building, Comprehensive or Supplemental)	Instructional Delivery Model (Include Minutes Dedicated to Whole Class and Differentiated Instruction)
KG	1.Heggerty 2. Guided Phonics and Beyond	1. Non-ranked 2. Non-ranked	Foundational Skills Foundational Skills and Knowledge Building	90 minutes
1 st	1.Heggerty 2. UFLI 2. Guided Phonics and Beyond	1. Non-ranked 2. Highly Aligned 3. Non-ranked	Foundational Skills Foundational Skills Foundational Skills and Knowledge Building	90 minutes
2 nd	1.Heggerty 2. UFLI 2. Guided Phonics and Beyond	1. Non-ranked 2. Highly Aligned 3. Non-ranked	Foundational Skills Foundational Skills Foundational Skills and Knowledge Building	90 minutes
3 rd	1. Functional Morphology 2. Teacher Created to address state standards	1. Highly Aligned 2. Non-ranked	Foundational Skills Knowledge Building	90 minutes

4 th	1. Functional Morphology 2. Teacher Created to address state standards	1. Highly Aligned 2. Non-ranked	Foundational Skills Knowledge Building	90 minutes
5 th	1. Functional Morphology 2. Teacher Created to address state standards	1. Highly Aligned 2. Non-ranked	Foundational Skills Knowledge Building	90 minutes

SECTION 8: READING INTERVENTIONS K-8

*In this section districts will indicate the supplemental (Tier 2) and intensive (Tier 3) interventions used to support literacy instruction at each K-12 grade level. **Tier 2 and Tier 3 intervention resources do not have to be different.***

If a grade is not served, enter "NA".

Grade Level	Grade Supplemental (Tier 2) Reading	Intervention(s) Intensive (Tier 3) Reading Intervention (s)
K	UFLI, FastBridge Interventions	UFLI, FastBridge Interventions
1	UFLI, FastBridge Interventions	UFLI, FastBridge Interventions
2	UFLI, FastBridge Interventions	UFLI, FastBridge Interventions
3	UFLI, FastBridge Interventions, Read Naturally	UFLI, FastBridge Interventions, Read Naturally
4	UFLI, FastBridge Interventions, Read Naturally	UFLI, FastBridge Interventions, Read Naturally
5	UFLI, FastBridge Interventions, Read Naturally	UFLI, FastBridge Interventions, Read Naturally
6	UFLI, FastBridge Interventions, Read Naturally	UFLI, FastBridge Interventions, Read Naturally

7		
8		
9		
10		
11		
12		

DATA-BASED DECISION-MAKING FOR LITERACY INTERVENTIONS

Minneota Public Schools has implemented - and continuously strives to improve - the Minnesota Multi-Tiered Systems of Support (MnMTSS) Framework. The district analyzes student outcomes and needs to design and deliver ongoing evidence-based instruction and interventions. Targeted instruction is guided by various data and assessments. The district monitors student progress to modify instruction to address student needs as identified through the identification process. Continuous improvements will be informed by guidance from the READ Act.

The district follows an MTSS framework with the support of a reading interventionist. The reading interventionist works with classroom teachers, administration, and the problem-solving team to help identify students who need additional support through in-class or out-of-class intervention.

FASTBridge data (K-6), NWEA data (K-2), MCA data, and grade-level common formative assessment data are used to determine the effectiveness of instruction for students. As teacher teams meet in their professional learning community, they evaluate where the instruction may need to be modified, either at a whole class or small group level.

In assessing student mastery, we will utilize the following data sources and performance targets:

1. **FastBridge:** Reading CBM Screeners (grades 1-6): Students who score below the 31st percentile may be eligible for intervention (Tier 2). Students who score below the 20th percentile may be eligible for intervention (Tier 3). This assessment will be given to all students in grades 1-3 in the fall, winter, and spring. For students in grades 4-6, we screen using aReading. For students who are below the 31st percentile, we then give them the CBM assessment, determine need for intervention, and continue to progress

monitor. We re-screen these students in the winter to determine if they have met benchmark goals following intervention support. For students in Kindergarten, we screen using the earlyReading screener in the fall, winter, and spring. Students who score below the 31st percentile may be eligible for intervention (Tier 2). Students who score below the 20th percentile may be eligible for intervention (Tier 3).

2. **NWEA Reading Assessment:** Students who score below the 61st percentile may be eligible for intervention services (Tier 2). Students who score below the 21st percentile may be eligible for intervention services (Tier 3). This assessment will be given to all K-2 students in the fall, winter, and spring.
3. **Minnesota Comprehensive Assessment -Reading (MCA):**
4. **Classroom Common Formative Assessments:**

SECTION 9: PROFESSIONAL DEVELOPMENT PLAN

Describe the district or charter school professional development plan for training educators on structured literacy. Include the name of the approved professional development program, timeline for completion.

Describe how the district or charter school will support the implementation of structured literacy and what data will be collected and how it will be used to assure continuous improvement.

Professional Development Plan for Structured Literacy

1. Minneota Public Schools will use LETRS training as the approved professional development program. Phase 1 staff will begin training July 1, 2024 and are estimated to complete the training in June of 2026. For staff who have completed training or are not in phase 1 of the training, they will be exposed to structured literacy through Professional Learning Communities (PLCs) and Professional Development days.
2. The district is awaiting further guidance from the MDE on approved training programs for instructional support staff.
3. Our district has three Phase II educators who will receive MDE approved training prior to the end of the 2025-2026 school year.

SECTION 10: PROFESSIONAL DEVELOPMENT EDUCATOR COUNT

1. Minneota Public Schools will have an assigned Literacy Lead who will coach and mentor educators as they implement structured literacy strategies in their classrooms. The Lead will provide feedback, model best practices, and offer guidance to ensure fidelity to the instructional approach.

2. Data will be collected through a variety of assessments. Grade level appropriate FastBridge and NWEA assessments will be given in the Fall, Winter, and Spring. The Minnesota Comprehensive Assessment (MCAs) will be used to assess students as well. Teachers will also use formal and informal assessments to track student progress.

The data that is collected will be used to inform decision-making and drive continuous improvement efforts. By analyzing student outcomes, identifying areas of strength and areas needing improvement, adjusting instructional practices based on evidence-based practices, and providing ongoing professional development opportunities for educators, districts or charter schools can ensure that structured literacy implementation is successful.

Provide the number of educators who have met the Minnesota READ Act professional development requirements through previous training, those who are currently in training, and those who still need training.

Phase 1: Educator Role	Total Number in District or Charter Organization	Educators who have completed Training	Educators with Training in Progress	Educators who need Training
Pre-K Classroom and Part B/619 Early Childhood Special Education Educators responsible for early literacy instruction	3	2	0	1
K-3 Classroom Educators (including ESL instructors responsible for reading instruction)	5	4	0	1
Grades 4-5 (or 6) Classroom Educators (if applicable)	4	3	0	1
K-12 Reading Interventionists	1	1	0	0
K-12 Special Education Educators responsible for reading instruction	5	2	0	3
Pre-K through grade 5 Curriculum Directors	1	1	0	0

Pre-K through grade 5 Instructional Support Staff who provide reading support	0	0	0	0
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Phase 2: Educator Role	Total Number in District or Charter Organization	Educators who have completed Training	Educators with Training in Progress	Educators who need Training
Grades 4-12 Classroom Educators responsible for reading instruction	2	0	0	2
Pre-K through 12 Educators who work with English learners (Licensed ELL teachers)	1	0	0	1
Grades K-Age 21 Educators who work with students who qualify for the graduation incentives program under section 124D.68	0	0	0	0
Grades 6-12 Instructional support staff who provide reading support	0	0	0	0
Grades 6-12 Curriculum Directors	0	0	0	0
Employees who select literacy instructional materials for Grades 6-12	0	0	0	0



SECTION 11: LITERACY AID FUNDS

ACTION PLANNING FOR CONTINUOUS IMPROVEMENT

Describe what needs to be refined in the district or charter school's implementation of evidence-based literacy instruction. Provide a description of the next steps the district or charter school will take to improve implementation of evidence-based literacy instruction.

In the upcoming school year, we are prioritizing a comprehensive approach to student assessment and support. We will implement universal screening for all students using FastBridge, along with the approved subtests from MDE. This data will serve as a compass, guiding our instructional strategies and interventions. To facilitate this process, MPS utilizes a MTSS Team to provide expert guidance during data meetings and ensure smooth implementation across schools.

Minneota Public Schools has prioritized the implementation of evidence-based structured literacy instruction in grades K-6 during the 2024-2025 and 2025-2026 school years and will maintain this focus into grades 7-12 through the 2025-2026 and 2026-2027 school years. The district is committed to ongoing professional development in reading and supporting grade levels in adopting and implementing evidence-based literacy practices.

As part of its continuous improvement efforts, the district is evaluating Tier I literacy curricula used in grades K-12, as well as intervention resources and screening guidance, and following guidance from the Minnesota Department of Education to determine the next steps.

In addition, Minneota Public Schools will evaluate and enhance their MnMTSS Framework to ensure success for all students.

VIKINGS



2025-2026 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE Membership Renewal Form

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Minneota High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Minneota High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys Sports – please print)

(Girls Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: (Clerk/Secretary - Local Governing Board)

Print Name: (Superintendent or Head of School)

Signed: (Clerk/Secretary - Local Governing Board)

Signed: (Superintendent or Head of School)

Date:

Date:



Minneota Public School District

Policy 516.5

Adopted: August 2023

Revised: June 2025

516.5 OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)ⁱ, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinators is/are Sara Gorecki and Whitney Muhl [insert title of staff person appointed as coordinator].

- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first

responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).
- B. The selected storage locations of Naloxone will be classified as non-public “security information” as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. PRIVACY PROTECTIONS

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)

Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an “IM kit.”



Minneota Public School District

Policy 516.5 - Addendum

Adopted: October 2023

Revised: June 2025

516.5 ADDENDUM: NALOXONE EMERGENCY RESPONSE PROCEDURES

PURPOSE:

Opioid overdose and deaths from prescription medications and illegal substances is a public health crisis and has the potential to compromise the health and safety of the school community. Training school employees to administer Naloxone to a person at risk of opioid overdose helps enhance the health and safety of students, staff, and visitors. The purpose of these Emergency Response Procedures is to provide emergency care, medication, and response to someone with a suspected opioid overdose.

WHEN TO USE:

Staff who have been trained per Minneota Public Schools Policy #516.5 may administer naloxone to any student, staff, or visitor, in the event of respiratory depression, unresponsiveness, or respiratory or cardiac arrest when an overdose from opioid is suspected of a student, staff member, or visitor during the school day and during before/after school sponsored events if in attendance.

SIGNS AND SYMPTOMS OF OPIOID OVERDOSE:

Signs and Symptoms of Opioid Overdose	Signs and Symptoms of Opioid High
<ul style="list-style-type: none">• Blue skin tinge or yellow or gray in darker skin tones-usually lips and fingertips show first color changes• Body is very limp• Face is very pale color from normal skin tone• Pulse (heartbeat) is slow, erratic, or not there at all• Throwing up• Passing out• Choking sounds or a gurgling/snoring noise• Breathing is very slow, irregular or has stopped• Unresponsive	<ul style="list-style-type: none">• Normal skin tone• Breathing appears normal• Normal heart rate• Looks sleepy• Speech is slurred or slow• Responsive to Stimuli• Pinpoint pupils (with some exceptions)

PROCEDURE:

1. When responding to a suspected drug overdose, district employees shall follow the steps outlined below:
 - a. **Call for medical help immediately (Dial 9-1-1).**
 - b. Check for signs of opioid overdose.
 - c. Perform initial rescue breathing (or CPR if needed), as instructed in training.
 - d. Administer Naloxone, as instructed in training.
 - e. Allow 3-5 minutes for the medication to work. If no change in the individual's condition, repeat administration of Naloxone.
 - f. Continue rescue breathing (or CPR if needed), as instructed in training.
 - g. Administer second dose of Naloxone if needed, as instructed in training.
 - h. Place in recovery position, as instructed in training.
 - i. Stay with the individual until emergency medical help arrives.
 - j. Cooperate with EMS personnel responding to the incident.
 - k. Notify the building administrator or designee of the incident.

OR

2. **Call 911 to get help and activate school specific emergency response**
3. **Perform rescue breathing** to provide oxygen if person is not breathing
4. Assess and **Monitor Breathing and Heart Rate. Initiate CPR**, use **AED** and **Rescue Breathing** as needed.
 - a. For a person who is not breathing, rescue breathing is an important step in preventing an overdose death and should be done as soon as possible.
 - b. Steps for rescue breathing are:
 - ✓ Place the person on his or her back and pinch their nose or use Ambu bag to administer rescue breaths
 - ✓ Tilt chin up to open the airway. Check to see if there is anything in the mouth blocking the airway. If so, remove it.
 - ✓ Give 2 slow breaths.
 - ✓ Blow enough air into the lungs to make the chest rise.
 - ✓ Assess each breath to ensure the chest is rising and falling. If it doesn't work, tilt the head back more.
 - ✓ Breathe again every 5-6 seconds

5. **Administer Naloxone**

Naloxone shall be safely stored in unlocked cabinets near each of the AEDs that are installed at various locations throughout the school as designated by the school district in accordance with the drug manufacturer's instructions.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly-trained employees shall be informed of the exact location where Naloxone is being stored.

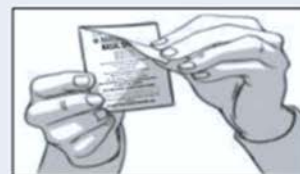
The school nurses and administration shall obtain sufficient supplies of Naloxone pursuant in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

Remove NARCAN Nasal Spray from the box.

Peel back the tab with the circle to open the NARCAN Nasal Spray.



Hold the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.



Gently insert the tip of the nozzle into either nostril.

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.



Press the plunger firmly to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



6. **Stay with the person** until 911 arrives

- Place person in recovery position (lying on their side).
- Stay with the person.
- Continue rescue breathing if needed. Most people respond by returning to spontaneous breathing. The response generally occurs within 2 to 3 minutes of naloxone administration. Because naloxone has a relatively short duration of effect, overdose symptoms may return.
- When EMS arrives, the person must be transported to nearest hospital.
- Send the used naloxone medication device with EMS personnel.

7. **Documentation, Notification, Debriefing**

- a. Post Naloxone Support
 - ✓ Explain to the person that you've just given them Naloxone, provide comfort during withdrawal symptoms.
 - ✓ Stay with the person until EMS arrives.
- b. Notification Procedures: In the event of naloxone administration and emergency response activation, the following people must be notified:
 - ✓ School Nurse
 - ✓ Building Administrators
 - ✓ Superintendent of Schools
 - ✓ Emergency Communication Center (SEM) 651-744-1191
 - ✓ Parents/guardians, as appropriate
- c. After administration of naloxone, the school nurse, teacher, or other staff member, will follow Minnesota Public Schools' reporting protocols.
- d. The school nurse, teacher, or other staff member will:
 - ✓ Ensure that the overdose victim was transported to the emergency room.
 - ✓ Notify appropriate student support personnel.
 - ✓ Provide substance abuse prevention resources to the overdose victim and family, as appropriate.

- e. Hold a debriefing session after administration of naloxone
- ✓ Organize and lead a debriefing session (a directed and intentional conversation) with staff members involved in the response.
 - ✓ At the debriefing session, review the incident and elicit a response from each staff member on their perspective on how the incident unfolded.
 - ✓ Identify if there are key issues or procedural gaps to address.
 - ✓ Provide feedback on if any changes need to be made to the policy, administration procedures, communication/information sharing or training.
 - ✓ Document outcomes of the debrief on a Naloxone administration record.

Administering Narcan

1

Identify Opioid Overdose and Check for Response


Ask person if he or she is okay and shout name.

Shake shoulders and firmly rub the middle of their chest.

Check for signs of opioid overdose:

- Will not wake up or respond to your voice or touch
- Breathing is very slow, irregular, or has stopped
- Center part of their eye is very small, sometimes called "pinpoint pupils"

Lay the person on their back to receive a dose of NARCAN Nasal Spray.



2

Give NARCAN Nasal Spray

Remove NARCAN Nasal Spray from the box.

Peel back the tab with the circle to open the NARCAN Nasal Spray.






Hold the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.

Gently insert the tip of the nozzle into either nostril.

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.

Press the plunger firmly to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



3

Call for emergency medical help, Evaluate, and Support


Get emergency medical help right away.

Move the person on their side (recovery position) after giving NARCAN Nasal Spray.

Watch the person closely.

If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.

Repeat Step 2 using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, repeat step 2 every 2 to 3 minutes until the person responds or emergency medical help is received.



<https://www.naloxoneexchange.com/training/>



Minneota Public School District

Policy 523

Adopted: October 2023

Revised: June 2025

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. 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 students:

Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

Students are charged with notice that the above cited policies are also applicable to students; however, students 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 531

Adopted: September 20, 2011

Revised: June 2025May 2024

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 and Subd. 4 (United States Flag)

Cross References: None



Minneota Public School District

Policy 532

Adopted: February 17, 2004

Revised: June 2025~~July 2024~~

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.

- B. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- C. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- D. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other individual from physical injury.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “School Resource Officer” means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer’s regular responsibilities through the terms of a contract entered between the peace officer’s employer and the designated school district or charter school.
- G. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- H. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the school resource officer or a peace officer.

B. Removal By School Resource Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the school resource officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the school resource officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
2. In removing a student with an IEP from school grounds, school resource officers and school district personnel are further prohibited from engaging in the following conduct:
 - a. Corporal punishment prohibited by Minn. Stat. § 121A.58;

- b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c. Totally or partially restricting a child's senses as punishment;
 - d. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
 - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
 - f. Physical holding (as defined above in Minnesota Statutes, section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
 - g. Withholding regularly scheduled meals or water; and/or
 - h. Denying a child access to toilet facilities.
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivision 5, and otherwise comply with the requirements of sections 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment and Prone Restraint)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)



Minneota Public School District

Policy 601

Adopted: February 2012

Revised: June 2025~~July 2024~~

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with comprehensive achievement and civic readiness.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to strive for comprehensive achievement and civic readiness in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Antiracist” means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. “Benchmark” means 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.
- D. “Comprehensive Achievement and Civic Readiness” means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; have all students graduate from high school; and prepare students to be lifelong learners.
- E. “Culturally sustaining” means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.

- F. “Curriculum” means district or school adopted programs and written plans for providing students learning experiences that lead to expected knowledge and skills.
- G. “Ethnic studies” as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- H. “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, other cooperative work experience, youth apprenticeship, or employment.
- I. “Institutional racism” means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color.
- J. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- K. “Performance measures” are measures to determine school district and school site progress in striving for comprehensive achievement and civic readiness and must include at least the following:
 - 1. the size of the academic achievement gap; rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 - 2. student performance on the Minnesota Comprehensive Assessments;
 - 3. high school graduation rates; and
 - 4. career and college readiness under Minnesota Statutes, section 120B.30, subdivision 1.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, must adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with striving for comprehensive achievement and civic readiness and includes the following:
 - 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in Minnesota Statutes, section 120B.345, subdivision 3, paragraph (b)(2);

2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and services and accelerate their instruction, adopt early-admission procedures consistent with Minnesota Statutes, section 120B.15, and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;
3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, subdivision 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes section 122A.40, subdivision 8, or 122A.41, subdivision 5;
4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. a process to examine the equitable distribution of teachers and strategies to ensure children in low-income families, children in families of People of Color, and children in American Indian families are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that:
 - a. integrate high-quality instruction, technology, and curriculum that is rigorous, accurate, antiracist, and culturally sustaining;
 - b. ensure learning and work environments validate, affirm, embrace, and integrate cultural and community strengths for all students, families, and employees;
 - c. provide a collaborative professional culture that seeks to retain qualified, racially and ethnically diverse staff effective at working with diverse students while developing and supporting teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan; and
8. identifying a list of suggested and required materials, resources, sample curricula, and pedagogical skills for use in kindergarten through grade 12 that accurately reflect the diversity of the state of Minnesota.

- B. The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of English learners.
- C. Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to Policy 621 ([LiteracyReading](#) and the Read Act).

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
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)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)



Minneota Public School District

Policy 606

Adopted: February 2012

Revised: June 2025~~September 2023~~

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
 - 1. support the goals and objectives of the education programs;
 - 2. consider the needs, age, and maturity of students;
 - 3. foster respect and appreciation for cultural diversity and varied opinion;
 - 4. fit within the constraints of the school district budget;
 - 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes, sections [124D.59 to 124D.61](#);

6. permit grade-level instruction for students to read and study America’s founding documents, including documents that contributed to the foundation or maintenance of America’s representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district’s curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)



Minneota Public School District

Policy 620

Adopted: March 20, 2018

Revised: June 2025~~July 2024~~

620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment options and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy also addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under Minnesota Statutes, section 124D.095, subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. “Course” means a course or program.
- D. “Eligible institution” means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

- E. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least 6 credits from the school district.

B. Transfer of Academic Requirements from Other Schools

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least 6 credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district’s high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.

2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
- C. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and

the grade and credit awarded.

2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.
- E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

- A. The school district does not offer weighted grades.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.

- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

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)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Instruction)



Minneota Public School District

Policy 701

Adopted: August 2023

Revised: June 2025

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. 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 the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance if one exists.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes 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.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the [Minnesota Commissioner of the Minnesota Department of Education \(Commissioner\)](#) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the [Minnesota Commissioner of Education](#) as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

**RESOLUTION COMMITTING BENEFITS FOR SEPARATION/RETIREMENT
MINNEOTA PUBLIC SCHOOL - #414**

This Resolution involves Minneota Public School and Retired employees.

This Resolution is effective as of July 1st, 2024.

Minneota Public School, ISD#414 hereby resolves to commit funds for Retirement Benefits not to exceed the calculations defined in GASB Nos. 16, 27, 45, 47 and 50.

Motion by _____

Seconded by _____

Voting Yes:

Voting No:

Motion passed/failed.

Martin Hennen, Clerk
Minneota Public School

Date

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
Vortex Ag	Spraying at KP Field	\$1,000	5/14/2025
City Hall Bar & Grill	Portion of Thursday Sales	\$5,000	5/14/2025
Total Monthly Donations		\$6,000	

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 28th day of May, 2025.

Martin Hennen, Clerk