



# MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD MEETING

Wednesday, June 18, 2025 @ 7:00 am | Conference Room #103

+ Mission: A community in continuous pursuit of excellence.

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

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## **AGENDA – REGULAR MEETING**

### **1. Regular Order of Business**

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

### **2. Business Agenda**

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

### **3. Leadership Reports**

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

### **4. Approve Consent Agenda Items ..... M/S/V**

- 4.1. Minutes of the May 28, 2025 Regular Meeting
- 4.2. Personnel Items
- 4.3. Approve the 2025-2026 Comparable Worth Compensation Schedule
- 4.4. Approval to Pay \$1,500 From QComp Funding to Nicolle Johnston and to Heather Anderson
- 4.5. Approve 2025-2026 Contract for Therapy Services with Big Stone Therapies

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

### **6. Previous Business**

- 6.1. Approve 2025-2026 Budget.....M/S/V
- 6.2. Policies and Procedures Review – 2<sup>nd</sup> Reading .....M/S/V
  - 6.2.1. Policy #516.5: Overdose Medication and Addendum
  - 6.2.2. Policy #523: Policies Incorporated by Reference
  - 6.2.3. Policy #531: The Pledge of Allegiance
  - 6.2.4. Policy #532: Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
  - 6.2.5. Policy #601: School District Curriculum and Instructional Goals
  - 6.2.6. Policy #606: Textbooks and Instructional Materials
  - 6.2.7. Policy #620: Credit for Learning
  - 6.2.8. Policy #701: Establishment and Adoption of School District Budget

**7. New Business**

- 7.1. Approve 2025-2026 Compensation and Benefits for Non-Union/Support Staff ..... M/S/V
- 7.2. Approve District Procedures for Non-Licensed Staff – Hiring, Hours and Benefits ..... M/S/V
- 7.3. Approve Facilities and Equipment Use Fees for 2025-2026 ..... M/S/V
- 7.4. 2025-2026 Handbook Review – First Reading ..... I/D
  - 7.4.1. Student Device and One-To-One Handbook
  - 7.4.2. Activities Handbook
  - 7.4.3. Bus Rules and Regulations
  - 7.4.4. Elementary Family Handbook
- 7.5. Authorize the Acceptance of Bids for Petroleum Products for 2025-2026 ..... M/S/V
- 7.6. Authorize the Acceptance of Bids for Bread and Baked Goods for 2025-2026 ..... M/S/V
- 7.7. Authorize the Acceptance of Bids for Dairy Products for 2025-2026 ..... M/S/V
- 7.8. Resolution Designating Scott Monson as LEA Authorized Representative ..... M/S/V-RC
- 7.9. Recognize Tenure for Jared Josephson ..... M/S/V
- 7.10. Recognize Tenure for Jessica Bradley ..... M/S/V
- 7.11. Recognize Tenure for Nicolle Johnston ..... M/S/V
- 7.12. 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**

# VIKING PRIDE: POSITIVE COMMENTS

## NEW PLAYGROUND DONATION - \$180,000



# BUSINESS

# AGENDA



# STUDENT ENROLLMENT FUNDED [PRELIM] AND PROJECTED

Grade	2020-2021 Funded	2021-2022 Funded	2022-2023 Funded	2023-2024 Funded	2024-2025 Funded [Prelim]	2024-2025 Final Day	2025-2026 Projected	2026-2027 Projected	2027-2028 Projected
PreK	6.8	6.1	5.3	7.6	19	58	41	45	45
HK/K	22.6	39.3	31.8	42.1	30	30	38	33	18
1st Grade	31.1	23.8	39.1	33.0	41	41	30	38	32
2nd Grade	30.1	31.4	25.5	41.8	33	33	42	30	38
3rd Grade	42.3	33.9	32.6	29.0	42	42	34	43	31
4th Grade	28.0	42.9	36.3	31.5	31	31	43	35	44
5th Grade	37.0	24.9	46.6	37.5	33	33	32	44	36
6th Grade	36.2	37.5	23.5	46.2	38	38	33	32	44
7th Grade	46.8	47.6	53.3	42.6	53	52	47	42	37
8th Grade	46.4	46.3	48.1	54.3	45	43	52	47	42
9th Grade	45.0	50.1	44.9	49.3	55	53	48	55	54
10th Grade	45.6	43.7	49.0	45.1	50	50	53	48	56
11th Grade	48.3	45.0	42.7	46.2	46	46	48	52	47
12th Grade	49.2	45.7	42.6	42.7	43	43	43	46	49
<b>Total (K-12)</b>	<b>509</b>	<b>512</b>	<b>516</b>	<b>541</b>	<b>539</b>	<b>535</b>	<b>544</b>	<b>545</b>	<b>529</b>
<b>Total (PreK-12)</b>	<b>516</b>	<b>518</b>	<b>521</b>	<b>549</b>	<b>558</b>	<b>593</b>	<b>585</b>	<b>590</b>	<b>574</b>
<b>K-12 Change from Previous Year</b>					<b>-2</b>	<b>-6</b>	<b>9</b>	<b>1</b>	<b>-16</b>



# Student Activity Account – Month of May 2025

Fund #	Description	Receipt	Expense
4	Student Council - Viking		\$ 308.50
4	Student Council - Lingden Dairy		\$ 645.00
4	Student Council - Pepsi		\$ 236.00
4	Student Council - Bree Marlyn		\$ 49.94
8	Junior Class - Borchs		\$ 10.00
8	Junior Class - Heather Anderson		\$ 18.60
8	Junior Class - ISD #414		\$ 1,075.00
8	Junior Class - Brad's Market		\$ 39.05
15	FCCLA - 2Arrow Apparals		\$ 189.00
15	FCCLA - Nothing Bundt Cakes		\$ 4,646.74
15	FCCLA - Brad's Market		\$ 86.48
15	FCCLA - LeaAnne Bot		\$ 575.29
4	Student Council - Lobby Pop	\$ 485.00	
4	Student Council - Lobby Pop	\$ 148.00	
8	Junior Class - Prom Fee	\$ 1,153.00	
15	FCCLA - Roses	\$ 1,598.00	
15	FCCLA - Bundt Cake	\$ 6,663.00	
15	FCCLA - Fundraiser	\$ 1,971.00	
<b>May 2025 Totals</b>		<b>\$ 12,018.00</b>	<b>\$ 7,879.60</b>

Fund Name	FY25 Beginning Balance	May 2025		Year-To-Date			Ending Balance	+/- From SOY
		Receipts	Expenses	Receipts	Expenses	Transfers		
Student Council	\$ 5,808.46	\$ 633.00	\$ 1,239.44	\$ 9,293.58	\$ 9,734.34	\$ 923.94	\$ 6,291.64	8.3%
Grade 11	\$ 3,453.06	\$ 1,153.00	\$ 1,142.65	\$ 19,428.76	\$ 12,357.90	\$ (3,453.06)	\$ 7,070.86	104.8%
Grade 12	\$ 923.94	\$ -	\$ -	\$ -	\$ -	\$ 2,529.12	\$ 3,453.06	273.7%
FFA	\$ 4,379.98	\$ -	\$ -	\$ 3,280.00	\$ 3,014.91	\$ -	\$ 4,645.07	6.1%
FCCLA	\$ 12,783.51	\$ 10,232.00	\$ 5,497.51	\$ 33,367.00	\$ 34,759.29	\$ -	\$ 11,391.22	-10.9%
National Honor Society	\$ 737.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737.48	0.0%
<b>May 2025 Totals</b>	<b>\$ 17,900.97</b>	<b>\$ 12,018.00</b>	<b>\$ 7,879.60</b>	<b>\$ 36,647.00</b>	<b>\$ 37,774.20</b>	<b>\$ -</b>	<b>\$ 33,589.33</b>	<b>87.6%</b>

### End of May 2025 - Monthly Cash Flow and Account Balances

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Total Fixed Income	Ending Balance
State Bank of Taunton [0200]	General	\$ 127,129.65		\$ 1,650,421.54	\$ 1,415,066.69		\$ 362,484.50
State Bank of Taunton [0218]	Student Activities	\$ 29,450.93		\$ 12,018.00	\$ 7,879.60		\$ 33,589.33
State Bank of Taunton [0226]	Petty Cash	\$ 1,975.00		\$ 750.00	\$ -		\$ 2,725.00
State Bank of Taunton [0234]	Payroll	\$ -		\$ 295,845.32	\$ 295,845.32		\$ -
PMA-MN Trust [2023A]	2023A	\$ 383,517.24	\$ 1,381.16	\$ -	\$ -	\$ 318,152.34	\$ 703,050.74
PMA-MN Trust [2023B]	2023B	\$ 1,176,682.57	\$ 4,237.71	\$ -	\$ -	\$ 782,796.88	\$ 1,963,717.16
PMA-MN Trust	Investments	\$ 1,712,993.47	\$ 5,729.14	\$ 1,478,701.73	\$ 650,000.00	\$ 714,900.00	\$ 3,262,324.34
End of April 2025 Statement Totals: All Depositories		\$ 3,431,748.86	\$ 11,348.01	\$ 3,437,736.59	\$ 2,368,791.61	\$ 1,815,849.22	\$ 6,327,891.07
Net Cash Flow Increase From May 1, 2025 to May 31, 2025							\$ 1,142,656.72



# MNTrust Monthly Statement

Minneota ISD #414

## Please Note:

THE FUND WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF THE JUNETEENTH HOLIDAY AND JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

## Activity Summary (MN02-31273-0101) Operating

5/1/2025 - 5/31/2025

Investment Pool Summary		IS
Beginning Balance		\$1,712,993.47
Dividends		\$5,729.14
Purchases		\$1,478,701.73
Redemptions		(\$650,000.00)
Ending Balance		\$2,547,424.34
Average Monthly Rate		4.240%
Share Price		\$1.000
Total		\$2,547,424.34
Total Fixed Income		\$714,900.00
Account Total		\$3,262,324.34

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# MNTrust Monthly Statement

Minneota ISD #414

## Transaction Activity (MN02-31273-0101) Operating

IS 5/1/2025 - 5/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11342891	05/01/2025	05/01/2025	Online Wire Redemption	(\$250,000.00)	\$0.00	\$1.000	(250,000.000)
11346716	05/06/2025	05/06/2025	State Funds Purchase, ISD 0414	\$0.00	\$120.00	\$1.000	120.000
11347845	05/07/2025	05/07/2025	State Funds Purchase, ISD 0414	\$0.00	\$47,200.09	\$1.000	47,200.090
11348972	05/08/2025	05/08/2025	State Funds Purchase, ISD 0414	\$0.00	\$50,873.43	\$1.000	50,873.430
11349891	05/09/2025	05/09/2025	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
11355551	05/15/2025	05/15/2025	State Funds Purchase, ISD 0414	\$0.00	\$317,179.53	\$1.000	317,179.530
11360342	05/21/2025	05/21/2025	State Funds Purchase, ISD 0414	\$0.00	\$22.20	\$1.000	22.200
11361162	05/22/2025	05/22/2025	Online Wire Redemption	(\$250,000.00)	\$0.00	\$1.000	(250,000.000)
11368167	05/30/2025	05/30/2025	Phone Wire Purchase	\$0.00	\$800,000.00	\$1.000	800,000.000
11369031	05/30/2025	05/30/2025	State Funds Purchase, ISD 0414	\$0.00	\$263,306.48	\$1.000	263,306.480
11374436	05/31/2025	05/31/2025	Dividend Reinvest	\$0.00	\$5,729.14	\$1.000	5,729.140
				(\$650,000.00)	\$1,484,430.87		834,430.870

Beginning Balance: \$1,712,993.47 | Ending Balance: \$2,547,424.34



# MNTrust Monthly Statement

Minneota ISD #414

## Current Portfolio

5/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				05/31/2025		IS Account Balance	\$2,547,424.34	4.240%	\$1.000	\$2,547,424.34	\$2,547,424.34
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
							<b>\$3,262,324.34</b>			<b>\$3,296,776.75</b>	<b>\$3,262,324.34</b>

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

**Weighted Average Portfolio Maturity:** 306.27 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	78.086%	\$2,547,424.34	IS Account
CD	21.914%	\$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 JUNE 19TH IN OBSERVANCE OF THE JUNETEENTH HOLIDAY AND JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

## Activity Summary (MN02-31273-0201) 2023A Bonds (Municipal Advisory Account)

5/1/2025 - 5/31/2025

Investment Pool Summary		IS
Beginning Balance		\$383,517.24
Dividends		\$1,381.16
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$384,898.40
Average Monthly Rate		4.240%
Share Price		\$1.000
Total		\$384,898.40
Total Fixed Income		\$318,152.34
Account Total		\$703,050.74

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# MNTrust Monthly Statement

Minneota ISD #414

## Transaction Activity (MN02-31273-0201) 2023A Bonds

IS 5/1/2025 - 5/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11374437	05/31/2025	05/31/2025	Dividend Reinvest	\$0.00	\$1,381.16	\$1.000	1,381.160
				\$0.00	\$1,381.16		1,381.160

Beginning Balance: \$383,517.24 | Ending Balance: \$384,898.40





# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

5/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				05/31/2025		IS Account Balance	\$384,898.40	4.240%	\$1.000	\$384,898.40	\$384,898.40
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	\$99,016.60
CD	N	1353390-1	09/12/2023	09/12/2023	09/11/2025	LATINO COMMUNITY CREDIT UNION, NC	\$226,750.00	5.043%		\$249,620.38	\$226,750.00
							<b>\$703,050.74</b>			<b>\$734,518.78</b>	<b>\$710,665.00</b>

**Time and Dollar Weighted Average Portfolio Yield:** 5.028%

**Weighted Average Portfolio Maturity:** 99.66 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	54.747%	\$384,898.40	IS Account
SEC	13.001%	\$91,402.34	Securities
CD	32.252%	\$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 JUNE 19TH IN OBSERVANCE OF THE JUNETEENTH HOLIDAY AND JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

### Activity Summary (MN02-31273-0202) 2023B Taxable Bonds (Municipal Advisory Account)

5/1/2025 - 5/31/2025

Investment Pool Summary		IS
Beginning Balance		\$1,176,682.57
Dividends		\$4,237.71
Purchases		\$0.00
Redemptions		\$0.00
Ending Balance		\$1,180,920.28
Average Monthly Rate		4.240%
Share Price		\$1.000
Total		\$1,180,920.28
Total Fixed Income		\$782,796.88
Account Total		\$1,963,717.16

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# MNTrust Monthly Statement

Minneota ISD #414

## Transaction Activity (MN02-31273-0202) 2023B Taxable Bonds

IS 5/1/2025 - 5/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
11374438	05/31/2025	05/31/2025	Dividend Reinvest	\$0.00	\$4,237.71	\$1.000	4,237.710
				\$0.00	\$4,237.71		4,237.710

Beginning Balance: \$1,176,682.57 | Ending Balance: \$1,180,920.28



# MNTrust Monthly Statement

Minneota ISD #414

## Current Portfolio

5/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				05/31/2025		IS Account Balance	\$1,180,920.28	4.240%	\$1.000	\$1,180,920.28	\$1,180,920.28
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	\$198,033.20
CD	N	1353420-1	09/12/2023	09/12/2023	09/11/2025	First National Bank, AR	\$227,000.00	5.036%		\$249,861.59	\$227,000.00
CD	N	1353414-1	09/12/2023	09/12/2023	09/11/2025	Baxter Credit Union, IL	\$226,850.00	4.977%		\$249,867.79	\$226,850.00
CD	N	1353417-1	09/12/2023	09/12/2023	09/11/2025	First National Bank, ME	\$146,150.00	5.028%		\$161,143.66	\$146,150.00
							<b>\$1,963,717.16</b>			<b>\$2,041,793.32</b>	<b>\$1,978,953.48</b>

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

**Weighted Average Portfolio Maturity:** 100.27 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	60.137%	\$1,180,920.28	IS Account
SEC	9.309%	\$182,796.88	Securities
CD	30.554%	\$600,000.00	Certificate of Deposit

## Index

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

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

### Deposit Codes

N | Single FEIN

### Security Codes

6 | Treasury Note



# FINANCIAL REPORT

## ALL FUNDS | EXPENSES & REVENUES

Sequence: L, Fd									
Description	202311			202411			202511		
	Budget BUD23	Year to Date	%	Budget BUD24	Year to Date	%	Budget BUD25	Year to Date	%
01 General Fund	(7,124,167.00)	(5,227,330.23)	73%	(7,760,002.00)	(6,385,726.23)	82%	(7,967,047.00)	(6,616,626.51)	83%
02 Food Service Fund	(401,540.00)	(322,074.55)	80%	(497,500.00)	(409,109.29)	82%	(501,520.00)	(421,271.94)	84%
04 Community Service	(158,930.00)	(116,548.80)	73%	(174,041.00)	(150,418.30)	86%	(191,756.00)	(171,669.08)	90%
06 Building Construction Fund	0.00	0.00	0%	(2,635,533.00)	(2,579,577.97)	98%	(85,000.00)	(103,690.62)	122%
07 Debt Service Fund	(1,162,368.00)	(536,994.04)	46%	(1,178,297.00)	(1,322,376.05)	112%	(1,714,917.00)	(1,826,112.94)	106%
21 Student Activity Account	0.00	(10,805.36)	0%	0.00	(9,739.85)	0%	0.00	(5,502.90)	0%
R Revenue	(8,847,005.00)	(6,213,752.98)	70%	(12,245,373.00)	(10,856,947.69)	89%	(10,460,240.00)	(9,144,873.99)	87%
01 General Fund	7,503,210.00	6,415,654.23	86%	7,904,910.00	6,448,130.40	82%	7,930,185.00	6,679,865.70	84%
02 Food Service Fund	383,205.00	379,736.39	99%	475,972.00	431,695.43	91%	517,663.00	434,558.48	84%
04 Community Service	173,307.00	215,266.09	124%	240,967.00	220,219.40	91%	253,575.00	257,592.47	102%
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	8,187,711.71	89%	9,835,649.00	8,309,324.01	84%	10,511,359.00	8,918,719.15	85%



# FINANCIAL REPORT

## FUND 1 | GENERAL FUND REVENUES

Sequence: Fd, O/S			202311			202411			202511		
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)	(519,678.71)	31%	(1,818,631.00)	(1,400,020.55)	77%	(1,630,758.00)	(1,218,323.01)	75%
	200 State Revenues		(4,275,406.00)	(3,864,944.64)	90%	(4,710,481.00)	(4,250,790.82)	90%	(4,861,105.00)	(4,332,194.02)	89%
			(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)	(472,704.56)	70%	(1,017,477.00)	(668,305.69)	66%	(1,185,850.00)	(833,898.88)	70%
	400 Federal Revenues from State		(231,344.00)	(32,319.25)	14%	(148,519.00)	(2,053.07)	1%	(225,686.00)	(163,318.44)	72%
	500 Federal Revenues from Fed Sou		(48,909.00)	(48,909.00)	100%	(38,646.00)	(50,993.00)	132%	(39,986.00)	(54,567.00)	136%
	600 Loc Sales, Ins Recov & Jdgmnt		(151,937.00)	(279,148.91)	184%	0.00	(5,327.50)	0%	0.00	277.12	0%
01	General Fund		(7,124,167.00)	(5,227,330.23)	73%	(7,760,002.00)	(6,385,726.23)	82%	(7,967,047.00)	(6,616,626.51)	83%



# FINANCIAL REPORT

## FUND 1 | GENERAL FUND EXPENSES

Sequence: Fd, O/S		202311			202411			202511		
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	3,393,172.28	86%	4,295,935.00	3,562,076.42	83%	4,417,885.00	3,640,943.53	82%
200	Employee Benefits	932,965.00	731,415.50	78%	1,119,935.00	820,895.27	73%	1,138,121.00	808,592.63	71%
300	Purchased Services	1,487,992.00	1,353,692.34	91%	1,443,025.00	1,234,701.78	86%	1,527,118.00	1,349,327.64	88%
400	Supplies & Materials	890,330.00	670,427.12	75%	787,395.00	592,730.95	75%	606,905.00	720,946.24	119%
500	Capital Expenditures	223,137.00	245,373.79	110%	234,000.00	216,430.54	92%	210,406.00	136,447.51	65%
800	Other Expenditures	29,308.00	21,573.20	74%	24,620.00	21,295.44	86%	29,750.00	23,608.15	79%
01	General Fund	7,503,210.00	6,415,654.23	86%	7,904,910.00	6,448,130.40	82%	7,930,185.00	6,679,865.70	84%



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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$471,003.43
02	Food Service Fund	\$10,764.85
04	Community Service	\$3,105.76
<b>Report Total</b>		<b>\$484,874.04</b>



## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01 215 013	ST TAX			\$7,559.87		
PO#:	Voucher #:	50454	Invoice	Invoice No: S2025220	5/21/2025	Paid Amt:	\$7,559.87		
						Check Amount:	\$7,559.87		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA			\$8,425.28		
PO#:	Voucher #:	50455	Invoice	Invoice No: S2025220	5/21/2025	Paid Amt:	\$8,425.28		
						Check Amount:	\$8,425.28		
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA			\$27,417.54		
			B 01 215 018	Credit			(\$8.25)		
PO#:	Voucher #:	50457	Invoice	Invoice No: S2025220	5/21/2025	Paid Amt:	\$27,409.29		
						Check Amount:	\$27,409.29		
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 #:	50450	Invoice	Invoice No: S2025220	5/21/2025	Paid Amt:	\$3,084.71		
						Check Amount:	\$3,084.71		
SBT	3017			EFTPS		Wire			
			B 01 215 010	FICA/MD			\$33,578.24		
			B 01 215 011	FED TAX			\$13,843.16		
PO#:	Voucher #:	50452	Invoice	Invoice No: S2025220	5/21/2025	Paid Amt:	\$47,421.40		
						Check Amount:	\$47,421.40		
SBT	3022			Common Remitter		Wire			
			B 01 215 005	PAYANNU			\$5,375.07		
PO#:	Voucher #:	50458	Invoice	Invoice No: S2025220	5/21/2025	Paid Amt:	\$5,375.07		
			B 01 215 005	PAYANNU			\$200.34		
PO#:	Voucher #:	50456	Invoice	Invoice No: S2025220	5/21/2025	Paid Amt:	\$200.34		
			B 01 215 005	PAYANNU			\$584.17		
PO#:	Voucher #:	50451	Invoice	Invoice No: S2025220	5/21/2025	Paid Amt:	\$584.17		
						Check Amount:	\$6,159.58		
SBT	2819			EMC Insurance Companies		Wire			
			E 01 005 760 000 720 340	Property & Liability			\$5,949.70		

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	2819			EMC Insurance Companies		Wire			
			E 01 005 940 000 000 340	Auto			\$632.54		
PO#:	Voucher #:	50466	Invoice	Invoice No: 7002364197	5/27/2025	Paid Amt:	\$6,582.24		
						Check Amount:	\$6,582.24		
SBT	4275			Northeast Service Coop		Wire			
			B 01 215 032	Group Dental Insurance			\$1,978.00		
PO#:	Voucher #:	50474	Invoice	Invoice No: 2276	5/27/2025	Paid Amt:	\$1,978.00		
						Check Amount:	\$1,978.00		
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire			
			B 01 215 027	Group Health Insurance			\$33,920.02		
PO#:	Voucher #:	50504	Invoice	Invoice No: Group Health Insuran	5/31/2025	Paid Amt:	\$33,920.02		
						Check Amount:	\$33,920.02		
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01 215 013	ST TAX			\$9,787.14		
PO#:	Voucher #:	50532	Invoice	Invoice No: S2025230	6/9/2025	Paid Amt:	\$9,787.14		
						Check Amount:	\$9,787.14		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA			\$4,555.73		
PO#:	Voucher #:	50533	Invoice	Invoice No: S2025230	6/9/2025	Paid Amt:	\$4,555.73		
						Check Amount:	\$4,555.73		
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA			\$34,792.95		
PO#:	Voucher #:	50535	Invoice	Invoice No: S2025230	6/9/2025	Paid Amt:	\$34,792.95		
						Check Amount:	\$34,792.95		
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 #:	50528	Invoice	Invoice No: S2025230	6/9/2025	Paid Amt:	\$3,084.71		
						Check Amount:	\$3,084.71		
SBT	3017			EFTPS		Wire			
			B 01 215 010	FICA/MD			\$35,464.62		
			B 01 215 011	FED TAX			\$20,130.18		
PO#:	Voucher #:	50530	Invoice	Invoice No: S2025230	6/9/2025	Paid Amt:	\$55,594.80		
						Check Amount:	\$55,594.80		

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3022			Common Remitter		Wire		
			B 01	215 005	PAYANNU	\$5,106.06		
PO#:	Voucher #:	50536	Invoice	Invoice No: S2025230	6/9/2025	Paid Amt:	\$5,106.06	
			B 01	215 005	PAYANNU	\$200.34		
PO#:	Voucher #:	50534	Invoice	Invoice No: S2025230	6/9/2025	Paid Amt:	\$200.34	
			B 01	215 005	PAYANNU	\$584.17		
PO#:	Voucher #:	50529	Invoice	Invoice No: S2025230	6/9/2025	Paid Amt:	\$584.17	
						Check Amount:	\$5,890.57	
SBT	3034			elan Corporate		Wire		
			R 01	300 298 270 000 050	USA Clay Target League Fee	\$2,300.00		
			E 01	300 790 000 000 369	MCA High School Field Trips	\$64.13		
			E 01	005 110 000 000 401	District Supplies	\$365.95		
			E 01	100 203 033 000 430	K Buysse Classroom Supplies	\$12.50		
			E 01	005 640 000 316 366	Staff Development Expenses	\$228.67		
			E 01	005 257 000 000 401	Technology Supplies	\$1,740.45		
			E 01	100 203 000 000 405	N Johnston Supplies	\$35.00		
			E 02	005 770 000 701 401	Kitchen Supplies	\$508.98		
			E 01	100 790 000 000 369	Elementary Field Trips	\$1,145.57		
			E 01	100 203 035 000 401	Viking Valor	\$84.86		
			E 01	005 110 000 000 329	Postage	\$9.45		
			E 01	100 420 000 740 433	Speech Everyday SPED	\$299.99		
			E 01	300 298 000 000 401	Apple Subscription	\$12.74		
			E 01	005 620 000 000 401	Scholastic Book Fair Dollars	\$721.15		
			E 01	300 292 209 000 401	Robotic Supplies - Donated Amount	\$999.98		
			E 01	300 292 225 000 401	Golf Expenses	\$388.81		
			E 04	005 505 290 321 401	Trap Team Supplies	\$1,723.94		
			E 04	005 582 000 344 401	School Readiness Supplies	\$123.44		
			E 01	300 292 208 000 401	FFA Meal - Student Activity Bill	\$294.85		
			E 01	300 211 000 000 401	Senior Class Trip - Student Activity Bill	\$2,243.48		
			E 01	300 292 207 000 369	FCCLA National Jackets - Student Activity Bill	\$249.84		
PO#:	Voucher #:	50547	Invoice	Invoice No: May/June 25 Stmt	6/11/2025	Paid Amt:	\$13,553.78	
			E 01	300 292 225 000 401	BQKOZFIN Aluminium Golf Ball Retriever Golf E	\$279.90		
PO#: 11147	Voucher #:	50548	Invoice	Invoice No: May/June 25 Stmt	6/11/2025	Paid Amt:	\$279.90	
						Check Amount:	\$13,833.68	

# Minneota Public School

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51927	00085		BUYSE ROOFING		Check
			E 01 005 865 000 383 350	4/3 and 4/7 Leaks		\$791.00
PO#:	Voucher #:	50445	Invoice	Invoice No: 25-009	5/21/2025	Paid Amt: \$791.00
						Check Amount: \$791.00
SBT	51928	4350		Johnny Benson		Check
			E 01 300 294 215 000 305	5/21 Baseball Official		\$250.00
PO#:	Voucher #:	50449	Invoice	Invoice No: 5/21 Baseball	5/21/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
SBT	51929	00380		JOHNSON CONTROL INC		Check
			E 01 005 865 000 380 350	Suction Pressure Sensor on Chiller		\$925.98
PO#:	Voucher #:	50446	Invoice	Invoice No: 1-135720519271	5/21/2025	Paid Amt: \$925.98
						Check Amount: \$925.98
SBT	51930	00385		JOSTEN'S		Check
			E 01 005 010 000 000 401	Royal Blue Cap		\$236.25
			E 01 005 010 000 000 401	Yellow and Blue Tassel		\$373.50
			E 01 005 010 000 000 401	Gold Cord		\$115.00
			E 01 005 010 000 000 401	Shipping		\$46.37
PO#:	Voucher #:	50447	Invoice	Invoice No: 37166976	5/21/2025	Paid Amt: \$771.12
						Check Amount: \$771.12
SBT	51931	4340		Mike Felcyn		Check
			E 01 300 294 215 000 305	5/21 Baseball Official		\$250.00
PO#:	Voucher #:	50448	Invoice	Invoice No: 5/21 Baseball	5/21/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
SBT	51932	02024		MN BCA		Check
			E 01 005 110 000 000 401	TR Background Check		\$15.00
PO#:	Voucher #:	50443	Invoice	Invoice No: TR Background Check	5/21/2025	Paid Amt: \$15.00
						Check Amount: \$15.00
SBT	51933	4234		NIELSON LANES		Check
			E 01 100 790 000 000 369	4th Grade Bowling		\$450.00
PO#:	Voucher #:	50444	Invoice	Invoice No: 4th Grade	5/21/2025	Paid Amt: \$450.00
						Check Amount: \$450.00
SBT	51934	01568		Minneota Education Minnesota Organization		Check
			B 01 215 028	DUES		\$1,169.44
PO#:	Voucher #:	50453	Invoice	Invoice No: S2025220	5/21/2025	Paid Amt: \$1,169.44
						Check Amount: \$1,169.44

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51935	2020		ACT		Check			
			E 01	300 710 000 000 461	ACT - No Writing - Test Online		\$1,407.00		
PO#:	Voucher #:	50467	Invoice	Invoice No: 34082	5/27/2025	Paid Amt:	\$1,407.00		
						Check Amount:	\$1,407.00		
SBT	51936	4322		AFSCME		Check			
			B 01	215 079	5/9 Dues		\$386.76		
			B 01	215 079	5/23 Dues		\$153.64		
PO#:	Voucher #:	50477	Invoice	Invoice No: May 2025 Dues	5/27/2025	Paid Amt:	\$540.40		
						Check Amount:	\$540.40		
SBT	51937	00017		AMERICAN FAMILY ASSURANCE		Check			
			B 01	215 026	Group Cancer Insurance		\$996.12		
PO#:	Voucher #:	50478	Invoice	Invoice No: 052979	5/27/2025	Paid Amt:	\$996.12		
						Check Amount:	\$996.12		
SBT	51938	2323		Borch Sporting Goods		Check			
			E 01	300 294 215 000 401	V Neck Jersey		\$828.00		
PO#:	Voucher #:	50459	Invoice	Invoice No: AAZ004058-YA01	5/27/2025	Paid Amt:	\$828.00		
						Check Amount:	\$828.00		
SBT	51939	2862		Bramble Park Zoo		Check			
			E 01	100 790 000 000 369	Elementary Field Trip		\$400.00		
			E 01	100 790 000 000 369	Field Trip Fees		\$34.80		
PO#:	Voucher #:	50462	Invoice	Invoice No: 28747932	5/27/2025	Paid Amt:	\$434.80		
						Check Amount:	\$434.80		
SBT	51940	3844		Dufault Publishing, Inc.		Check			
			E 01	300 292 210 000 401	Elementary Yearbook		\$1,955.80		
			E 01	300 292 210 000 401	Online Payments		(\$1,619.47)		
PO#:	Voucher #:	50460	Invoice	Invoice No: 5519	5/27/2025	Paid Amt:	\$336.33		
						Check Amount:	\$336.33		
SBT	51941	01418		HORACE MANN		Check			
			B 01	215 051	JV Insurance		\$42.46		
			B 01	215 051	KL Insurance		\$505.90		
PO#:	Voucher #:	50476	Invoice	Invoice No: 220034A	5/27/2025	Paid Amt:	\$548.36		
						Check Amount:	\$548.36		
SBT	51942	3845		Institute for Environmental Assessment		Check			
			E 01	005 865 000 352 305	Professional Services		\$2,115.00		
PO#:	Voucher #:	50463	Invoice	Invoice No: 00057682	5/27/2025	Paid Amt:	\$2,115.00		
						Check Amount:	\$2,115.00		

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51943	4336		Jessica Verly		Check			
			E 01 005 760 000 723 360	Transportation Agreement - 5/15 - 5/23		\$777.60			
PO#:	Voucher #:	50461	Invoice	Invoice No: 5/15 - 5/23	5/27/2025	Paid Amt:	\$777.60		
						Check Amount:	\$777.60		
SBT	51944	3303		Legal Shield		Check			
			B 01 215 033	Group Legal Insurance		\$181.40			
PO#:	Voucher #:	50473	Invoice	Invoice No: 05/15/2025	5/27/2025	Paid Amt:	\$181.40		
						Check Amount:	\$181.40		
SBT	51945	2818		Minnesota Dept. of Health		Check			
			E 02 005 770 000 701 305	Statewide Hospitality Fee		\$40.00			
PO#:	Voucher #:	50464	Invoice	Invoice No: 25814	5/27/2025	Paid Amt:	\$40.00		
						Check Amount:	\$40.00		
SBT	51946	02024		MN BCA		Check			
			E 01 005 110 000 000 401	JN Background Check		\$15.00			
PO#:	Voucher #:	50469	Invoice	Invoice No: JN Background Check	5/27/2025	Paid Amt:	\$15.00		
						Check Amount:	\$15.00		
SBT	51947	1080		MN NCPERS Life Insurance		Check			
			B 01 215 025	SB Life Insurance		\$16.00			
PO#:	Voucher #:	50470	Invoice	Invoice No: 185001062025	5/27/2025	Paid Amt:	\$16.00		
						Check Amount:	\$16.00		
SBT	51948	3722		MN RIVER VALLEY EDUCATION DISTRICT		Check			
			E 01 005 640 000 316 305	3rd Quarter Billing		\$6,474.89			
PO#:	Voucher #:	50468	Invoice	Invoice No: 3rd Quarter	5/27/2025	Paid Amt:	\$6,474.89		
						Check Amount:	\$6,474.89		
SBT	51949	00892		SCHOOL SPECIALTY, INC		Check			
			E 01 300 211 000 000 401	1571888 Scotch Heavy Duty Shipping Packing 1		\$58.88			
			E 01 300 211 000 000 401	1530187 Sharpie Permanent Markers, Fine Poin		\$34.64			
PO#:	Voucher #:	50465	Invoice	Invoice No: 308104698806	5/27/2025	Paid Amt:	\$93.52		
						Check Amount:	\$93.52		
SBT	51950	2490		USABLE Life		Check			
			B 01 215 027	HL Life Insurance		\$44.80			
PO#:	Voucher #:	50471	Invoice	Invoice No: 0005676066	5/27/2025	Paid Amt:	\$44.80		
			B 01 215 027	Group Life Insurance		\$109.20			
PO#:	Voucher #:	50472	Invoice	Invoice No: 0005676074	5/27/2025	Paid Amt:	\$109.20		
						Check Amount:	\$154.00		

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51951	4518		VSP Insurance Co (CT)		Check			
			B 01 215 034	Group Vision Insurance		\$195.76			
PO#:	Voucher #:	50475	Invoice	Invoice No: 82225331	5/27/2025	Paid Amt:	\$195.76		
						Check Amount:	\$195.76		
SBT	51952	01678		Camden Conference		Check			
			R 01 300 296 227 000 060	10/21 VB Gate		\$876.00			
			R 01 300 296 227 000 060	10/21 VB Gate		\$1,213.00			
PO#:	Voucher #:	50479	Invoice	Invoice No: 10/21 VB Gate	5/29/2025	Paid Amt:	\$2,089.00		
						Check Amount:	\$2,089.00		
SBT	51953	4366		Craig Gades		Check			
			E 01 300 292 236 035 305	Food Prep - Section Speech		\$200.00			
PO#:	Voucher #:	50481	Invoice	Invoice No: Section Speech	5/29/2025	Paid Amt:	\$200.00		
						Check Amount:	\$200.00		
SBT	51954	4367		Tessa Helling		Check			
			E 01 300 292 236 035 305	Draw Table - Section Speech		\$55.00			
PO#:	Voucher #:	50480	Invoice	Invoice No: Section Speech	5/29/2025	Paid Amt:	\$55.00		
						Check Amount:	\$55.00		
SBT	51955	4250		American Welding & Gas, Inc		Check			
			E 01 300 301 000 830 433	Welding Supplies		\$123.92			
PO#:	Voucher #:	50505	Invoice	Invoice No: 0010886164	6/4/2025	Paid Amt:	\$123.92		
						Check Amount:	\$123.92		
SBT	51956	3695		AP Design		Check			
			E 01 300 296 228 000 401	Baseball Awards - Year End		\$117.00			
			E 01 300 294 215 000 401	Softball Awards - Year End		\$117.00			
PO#:	Voucher #:	50506	Invoice	Invoice No: 93974	6/4/2025	Paid Amt:	\$234.00		
						Check Amount:	\$234.00		
SBT	51957	2927		Big Stone Therapies, Inc.		Check			
			E 01 005 404 000 740 394	PT		\$809.88			
			E 01 005 404 000 740 394	PT Drive Time		\$81.60			
			E 01 005 404 000 740 394	PT Mileage		\$15.40			
			E 01 005 404 000 740 394	PT Assistant		\$204.00			
			E 01 005 404 000 740 394	PT Assistant Drive Time		\$17.00			
			E 01 005 404 000 740 394	PT Assistant Mileage		\$2.10			
PO#:	Voucher #:	50514	Invoice	Invoice No: 28881	6/4/2025	Paid Amt:	\$1,129.98		
						Check Amount:	\$1,129.98		

# Minneota Public School

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51958	4208		COORDINATED BUSINESS SYSTEMS		Check			
			E 01 005 257 000 302 560	Monthly Useage Statement		\$2,345.03			
PO#:	Voucher #:	50515	Invoice	Invoice No: INV464971	6/4/2025	Paid Amt:	\$2,345.03		
						Check Amount:	\$2,345.03		
SBT	51959	4094		ESJD - SIOUX FALLS		Check			
			E 02 005 770 000 701 495	Milk		\$1,848.74			
PO#:	Voucher #:	50507	Invoice	Invoice No: 5/31/25 Stmt	6/4/2025	Paid Amt:	\$1,848.74		
						Check Amount:	\$1,848.74		
SBT	51960	4336		Jessica Verly		Check			
			E 01 005 760 000 723 360	Transportation Agreement - 5/27 - 5/30		\$444.15			
PO#:	Voucher #:	50508	Invoice	Invoice No: 5/27 - 5/30	6/4/2025	Paid Amt:	\$444.15		
						Check Amount:	\$444.15		
SBT	51961	4529		Lyon County 4-H Federation		Check			
			E 04 005 505 283 321 401	Craft Class Fee		\$130.00			
PO#:	Voucher #:	50489	Invoice	Invoice No: Craft Class	6/4/2025	Paid Amt:	\$130.00		
						Check Amount:	\$130.00		
SBT	51962	3000		Midwest Special Instruments		Check			
			E 01 005 720 000 000 401	Full Audiometer Calibration		\$80.00			
PO#: 11133	Voucher #:	50491	Invoice	Invoice No: 2505553-IN	6/4/2025	Paid Amt:	\$80.00		
						Check Amount:	\$80.00		
SBT	51963	01175		MINN. ELEVATOR SERVICE, INC.		Check			
			E 01 005 865 000 347 305	June Monthly Service		\$207.01			
PO#:	Voucher #:	50509	Invoice	Invoice No: 1131086	6/4/2025	Paid Amt:	\$207.01		
						Check Amount:	\$207.01		
SBT	51964	1828		Minneota Building Materials		Check			
			E 01 300 301 000 830 433	Shop Supplies - HS		\$336.45			
			E 01 300 301 000 830 433	Credit		(\$83.45)			
PO#:	Voucher #:	50513	Invoice	Invoice No: 5/31/25 Stmt	6/4/2025	Paid Amt:	\$253.00		
						Check Amount:	\$253.00		
SBT	51965	2505		Minneota Bus Service		Check			
			E 01 005 760 000 726 360	Band Runs		\$508.82			
			E 01 005 760 000 723 360	Monte SPED Shuttle		\$2,186.25			
			E 01 005 760 000 723 360	ECSE Trips		\$1,255.80			
			E 01 300 292 226 733 305	Canby Runs		\$666.27			
			E 01 300 292 209 733 305	Robotics Bussing		\$1,514.18			
			E 01 300 296 228 733 305	Softball Bussing		\$1,608.31			



## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51965	2505		Minneota Bus Service		Check
			E 01	300 294 215 733 305		Baseball Bussing \$3,068.05
			E 01	300 292 225 733 305		Golf Bussing \$819.26
			E 01	300 790 000 733 305		Track Busing \$221.19
			E 01	300 790 000 313 305		Career Fair \$1,099.35
			E 01	005 640 000 316 366		Staff Development \$362.16
			E 01	300 292 236 035 366		Speech Bussing \$395.06
PO#:	Voucher #:	50510	Invoice	Invoice No: April 2025 Trips	6/4/2025	Paid Amt: \$13,704.70
			E 01	005 760 000 726 360		Band Runs \$294.58
			E 01	005 760 000 723 360		ECSE Trips \$608.57
			E 01	300 211 000 000 401		Senior Trip \$564.52
			E 01	300 296 228 733 305		Softball Bussing \$3,038.62
			E 01	300 294 215 733 305		Baseball Bussing \$3,307.64
			E 01	300 292 225 733 305		Golf Bussing \$1,148.16
			E 04	005 582 000 344 366		Preschool Field Trip \$328.42
			E 01	100 790 000 733 305		Elementary Field Trips \$4,718.75
PO#:	Voucher #:	50511	Invoice	Invoice No: 5/31/25 Stmt	6/4/2025	Paid Amt: \$14,009.26
						Check Amount: \$27,713.96
SBT	51966	00602		Performance Foodservice - Marshall		Check
			E 02	005 770 000 701 490		Food Service \$6,664.59
			E 02	005 770 000 707 490		Ala Carte \$273.08
			E 02	005 770 000 701 401		Supplies \$88.41
PO#:	Voucher #:	50512	Invoice	Invoice No: 5/31/25 Stmt	6/4/2025	Paid Amt: \$7,026.08
						Check Amount: \$7,026.08
SBT	51967	2323		Borch Sporting Goods		Check
			E 01	300 298 000 000 401		Lettering Insignia-Bar \$420.00
			E 01	300 294 211 000 401		Football Insignia \$70.00
			E 01	300 292 237 000 401		Theater Insignia \$70.00
			E 01	300 294 213 000 401		Basketball Insignia \$70.00
			E 01	300 258 233 000 430		Band Insignia \$70.00
PO#: 11146	Voucher #:	50521	Invoice	Invoice No: AYA003044-YA02	6/6/2025	Paid Amt: \$700.00
						Check Amount: \$700.00
SBT	51968	00240		Brad's Market		Check
			E 01	300 301 000 830 433		FACS Class Supplies \$43.82
			E 01	300 250 000 000 430		FACS Class - JH \$118.74
			E 02	005 770 000 701 490		Food Service - Bread \$701.28
			E 02	005 770 000 701 490		Food Service \$639.77

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	51968	00240		Brad's Market		Check
			E 04	005 505 290 321 401	Trap Team	\$654.35
			E 01	100 203 035 000 401	Viking Valor	\$68.41
			E 01	300 790 000 000 369	AR MCA Field Trip	\$342.98
			E 04	005 582 000 344 401	School Readiness Supplies	\$81.10
PO#:	Voucher #:	50523	Invoice	Invoice No: 5/31/25 Stmt	6/6/2025	Paid Amt: \$2,650.45 Check Amount: \$2,650.45
SBT	51969	4592		Cheryl Jeska		Check
			E 01	100 258 231 000 430	Accompist Payment - Concert	\$80.00
PO#:	Voucher #:	50517	Invoice	Invoice No: Accompt Pmt	6/6/2025	Paid Amt: \$80.00 Check Amount: \$80.00
SBT	51970	00275		GISLASON'S HARDWARE		Check
			E 01	005 810 191 000 401	Grounds Supplies	\$36.57
			E 01	005 810 000 000 401	Custodial Supplies	\$227.25
			E 01	300 301 000 830 433	Shop Supplies	\$432.53
			E 04	005 505 290 321 401	Trap Team Supplies	\$44.51
PO#:	Voucher #:	50518	Invoice	Invoice No: 5/31/25 Stmt	6/6/2025	Paid Amt: \$740.86 Check Amount: \$740.86
SBT	51971	4594		Lacy Gregoire		Check
			R 04	005 582 000 344 050	Overpayment on Tuition	\$20.00
PO#:	Voucher #:	50524	Invoice	Invoice No: School Readiness Ref	6/6/2025	Paid Amt: \$20.00 Check Amount: \$20.00
SBT	51972	01313		MARY KAYE RABAEY		Check
			E 01	100 258 231 000 430	Accompist Payment - Concert	\$420.00
PO#:	Voucher #:	50516	Invoice	Invoice No: Accompt Pmt	6/6/2025	Paid Amt: \$420.00 Check Amount: \$420.00
SBT	51973	4593		MASMS		Check
			E 01	005 810 000 000 820	LE Membership	\$150.00
PO#:	Voucher #:	50522	Invoice	Invoice No: Membership	6/6/2025	Paid Amt: \$150.00 Check Amount: \$150.00
SBT	51974	4333		Minneota Public Schools		Check
			E 01	300 292 225 000 369	State Golf Money	\$340.00
PO#:	Voucher #:	50520	Invoice	Invoice No: State Golf Money	6/6/2025	Paid Amt: \$340.00 Check Amount: \$340.00

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51975	4082		MINNESOTA PAVING & MATERIALS		Check			
			E 01	300 298 000 000 401	AgrimLine Materials	\$387.20			
PO#:	Voucher #:	50519	Invoice	Invoice No: 1876491	6/6/2025	Paid Amt:	\$387.20		
						Check Amount:	\$387.20		
SBT	51976	00211		SW/WC SERVICE COOPERATIVES		Check			
			E 01	005 257 000 000 305	Tech Support	\$1,772.50			
			E 01	005 257 000 000 305	Cyber Security	\$391.19			
			E 01	005 257 000 000 305	Remote Back Up	\$4,974.01			
			E 01	005 257 000 000 305	FY2025 Annual Wide Area Line Services	\$11,604.88			
			E 01	005 257 000 000 305	FY2025 Annual Wide Area Line Services	\$3,698.44			
			E 01	100 790 000 000 369	Science & Nature	\$10.00			
			E 01	300 211 000 000 390	Final 1/4 STARRS Online	\$2,531.25			
PO#:	Voucher #:	50526	Invoice	Invoice No: 5/31/25 Stmt	6/6/2025	Paid Amt:	\$24,982.27		
			E 01	005 257 000 000 555	24in Monitor - P2425	\$1,837.40			
			E 01	005 257 000 000 555	Dell Pro Slim Desktop QC51250	\$3,295.84			
			E 01	005 257 000 000 555	Dell Pro 16 XCTO 16in Laptop	\$1,748.84			
			E 01	005 257 000 000 555	Dell Pro 16 XCTO 16in Laptop	\$3,497.68			
			E 01	005 257 000 000 555	Discount	(\$643.47)			
PO#: 11134	Voucher #:	50527	Invoice	Invoice No: 5/31/25 Stmt	6/6/2025	Paid Amt:	\$9,736.29		
						Check Amount:	\$34,718.56		
SBT	51977	2800		Teacher's Discovery		Check			
			E 01	300 230 000 000 430	Weekly Writing Prompts Spanish Level 1 Book I	\$35.99			
PO#: 11123	Voucher #:	50525	Invoice	Invoice No: 209363	6/6/2025	Paid Amt:	\$35.99		
						Check Amount:	\$35.99		
SBT	51978	01568		Minneota Education Minnesota Organization		Check			
			B 01	215 028	DUES	\$1,169.44			
PO#:	Voucher #:	50531	Invoice	Invoice No: S2025230	6/9/2025	Paid Amt:	\$1,169.44		
						Check Amount:	\$1,169.44		
SBT	51979	4009		AG PLUS COOPERATIVE		Check			
			E 01	005 760 000 720 440	Bus Fuel	\$5,547.25			
			E 01	005 760 000 720 440	Van Fuel	\$298.11			
			E 01	005 810 192 000 440	Building Fuel 3700 @ 2.29	\$8,506.30			
			E 01	005 760 000 720 440	LP Gas	\$21.38			
			E 01	005 760 000 720 350	Oil Changes	\$305.30			
PO#:	Voucher #:	50537	Invoice	Invoice No: 5/31/25 Stmt	6/10/2025	Paid Amt:	\$14,678.34		
						Check Amount:	\$14,678.34		

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51980	2347		Avera Marshall Regional Med Ct		Check			
			E 01	300 298 000 000 305	Athletic Training - 4/20 - 5/17	\$778.40			
PO#:	Voucher #:	50538	Invoice	Invoice No: CINV-006296	6/10/2025	Paid Amt:	\$778.40		
						Check Amount:	\$778.40		
SBT	51981	4374		Granite Telecommunications		Check			
			E 01	005 810 000 000 320	Monthly Statement	\$152.28			
PO#:	Voucher #:	50545	Invoice	Invoice No: 698487978	6/10/2025	Paid Amt:	\$152.28		
						Check Amount:	\$152.28		
SBT	51982	1444		Lakeview Public School		Check			
			E 01	005 712 000 373 156	ZF Teacher	\$18,914.50			
			E 01	005 712 000 373 210	ZF FICA	\$1,447.46			
			E 01	005 712 000 373 218	ZF TRA	\$1,632.13			
			E 01	005 712 000 373 220	ZF Life Insurance and LTD	\$66.50			
PO#:	Voucher #:	50539	Invoice	Invoice No: 6/9/2025	6/10/2025	Paid Amt:	\$22,060.59		
						Check Amount:	\$22,060.59		
SBT	51983	00332		MARSHALL INDEPENDENT		Check			
			E 01	005 110 000 000 401	Coaching Positions	\$551.94			
PO#:	Voucher #:	50540	Invoice	Invoice No: 082674	6/10/2025	Paid Amt:	\$551.94		
						Check Amount:	\$551.94		
SBT	51984	00560		OTTERTAIL POWER CO		Check			
			E 01	005 810 184 000 330	School Building Electricity	\$5,050.51			
			E 01	005 810 184 000 330	Ballfield Electricity	\$242.72			
			E 01	005 810 184 000 330	Liftpump Electricity	\$57.49			
			E 01	005 810 184 000 330	Garage Electricity	\$24.11			
PO#:	Voucher #:	50541	Invoice	Invoice No: 5/31/25 Stmt	6/10/2025	Paid Amt:	\$5,374.83		
						Check Amount:	\$5,374.83		
SBT	51985	4191		RED BARN THEATER		Check			
			E 01	100 790 000 000 369	Minecraft Student Package	\$217.50			
PO#:	Voucher #:	50542	Invoice	Invoice No: 10001	6/10/2025	Paid Amt:	\$217.50		
						Check Amount:	\$217.50		
SBT	51986	00505		THE MINNEOTA MASCOT		Check			
			E 01	005 110 000 000 305	School Board Minutes	\$224.00			
PO#:	Voucher #:	50546	Invoice	Invoice No: 90095	6/10/2025	Paid Amt:	\$224.00		
						Check Amount:	\$224.00		

## Detail Payment Register By Check

Check Number: 51927-2147483647 Payment Date: 05/17/2025-6/30/2025 Period: 202501-202512 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51987	4595		Till360 LLC		Check			
			E 01 005 640 000 316 305	Training & Consulting		\$600.00			
PO#:	Voucher #:	50543	Invoice	Invoice No: 250328MN-1	6/10/2025	Paid Amt:	\$600.00		
						Check Amount:	\$600.00		
SBT	51988	4368		Active Internet Technologies LLC		Check			
			B 01 131 000	Core Communications - Blackboard Composer		\$2,634.00			
PO#:	Voucher #:	50488	Invoice	Invoice No: INV083071	6/11/2025	Paid Amt:	\$2,634.00		
						Check Amount:	\$2,634.00		
SBT	51989	01355		JMC COMPUTER SERVICE		Check			
			B 01 131 000	25-26 Elementary School Licenses		\$3,247.27			
			B 01 131 000	25-26 Food Service License		\$742.38			
PO#:	Voucher #:	50487	Invoice	Invoice No: 3248	6/11/2025	Paid Amt:	\$3,989.65		
						Check Amount:	\$3,989.65		
SBT	51990	01355		JMC COMPUTER SERVICE		Check			
			B 01 131 000	25-26 High School Licenses		\$3,026.55			
			B 01 131 000	25-26 Food Service License		\$750.90			
PO#:	Voucher #:	50486	Invoice	Invoice No: 3247	6/11/2025	Paid Amt:	\$3,777.45		
						Check Amount:	\$3,777.45		
SBT	51991	2332		MASA/MASE		Check			
			B 01 131 000	SM MASA Active Member		\$880.00			
			B 01 131 000	AASA Admin Membership		\$485.00			
PO#:	Voucher #:	50544	Invoice	Invoice No: 1236	6/11/2025	Paid Amt:	\$1,365.00		
						Check Amount:	\$1,365.00		
SBT	51992	01040		MESPA		Check			
			B 01 131 000	NJ Membership Renewal		\$703.00			
			B 01 131 000	NJ NAESP Membership		\$259.00			
PO#:	Voucher #:	50482	Invoice	Invoice No: 19267	6/11/2025	Paid Amt:	\$962.00		
						Check Amount:	\$962.00		
SBT	51993	00501		MINNESOTA SCHOOL BOARD ASSOC		Check			
			B 01 131 000	Policy Services Subscription		\$760.00			
			B 01 131 000	ISD Membership		\$3,554.00			
PO#:	Voucher #:	50490	Invoice	Invoice No: INV-13751-S3J3Y3	6/11/2025	Paid Amt:	\$4,314.00		
						Check Amount:	\$4,314.00		

Minneota Public School  
Detail Payment Register By Check

Check Number: 51927-2147483647    Payment Date: 05/17/2025-6/30/2025    Period: 202501-202512    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	51994	2314		NASSP/NHS/NJHS		Check		
			B 01 131 000		FY2026 National Honor Society Membership		\$385.00	
PO#:	Voucher #:	50483	Invoice	Invoice No: 9001977707	6/11/2025	Paid Amt:	\$385.00	
						Check Amount:	\$385.00	
SBT	51995	4354		Vivacity Tech PBC		Check		
			B 01 131 000		82W20009US - Lenovo 300e Yoga Chromebook		\$32,300.00	
			B 01 131 000		CROSSWDISEDUNEW Chrome OS Education		\$3,040.00	
			B 01 131 000		SVC-WG Vivacity Tech White Glove Service - E		\$0.00	
			B 01 131 000		SVC-CS-ATAG Vivacity Tech Asset Tagging Ser		\$0.00	
			B 01 131 000		VT-4YR-EMPLUS-TS 4-Year Empower Plus W		\$10,925.00	
			B 01 131 000		VT6SRA Repair Academy Subscription		\$0.00	
			B 01 131 000		SVC-SPI Vivacity Tech Screen Protector Installa		\$0.00	
			B 01 131 000		VTPART-11BL-L3G4 Vivacity Tech Blue Light Bl		\$0.00	
			B 01 131 000		VT-EMPLUS-SHELL Empower Plus Warranty S		\$950.00	
			B 01 131 000		SVC-CCA Vivacity Tech Chromebook/Case Assi		\$0.00	
			B 01 131 000		FEE-S&H Vivacity Tech Shipping & Handling		\$200.00	
PO#: 11104	Voucher #:	50484	Invoice	Invoice No: INV1109423	6/11/2025	Paid Amt:	\$47,415.00	
			B 01 131 000		VTUC65G2 Vivacity Tech USB-C Adapter		\$225.00	
			B 01 131 000		Shipping		\$20.00	
PO#:	Voucher #:	50485	Invoice	Invoice No: INV1087697	6/11/2025	Paid Amt:	\$245.00	
						Check Amount:	\$47,660.00	
						Report Total:	\$484,874.04	

LEADERSHIP

REPORTS

# MHS Activities and CE Report

June 2025



# CURRENT

**Baseball** 15-9 Lost Section Final Four to Dawson Boyd

**Softball** 17-4 Lost to Windom in First Round. Kiersyn Hulzebos-All Star Game-1st ever SB player in ASG

**Golf** Golfed Amazing at Sections! Finished 3rd in sections (Boys). Ava Panka finished 12th at Sections. Owen Dalager 3rd place-State Qualifier

**Clay Target** State Shoot June 15 @ Alexandria. If qualify for MSHSL State June 20 @ Minneapolis Gun Club

**Community Ed:** Rockets Away July 8-10

## → 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
  - Will update standards-based report cards

## → Staffing Updates

- ◆ Tenure: Jared Josephson (grade 4) and Jessica Bradley (Kindergarten)

## → New READ Act Update: 4-12 Dyslexia Screening: Required to be implemented no later than Winter of 2025. Our Plan:

- ◆ K-6
  - Screen all students K-6 3x a year with FastBridge. Students in grades 4-6 flagged in aReading will be assessed with Capti in the winter and spring.
- ◆ 7-12
  - Screen students (winter) who are in Study Skills or a literacy support class using FastBridge and a MCA data dive. Students flagged will be assessed with Capti in the winter and spring.

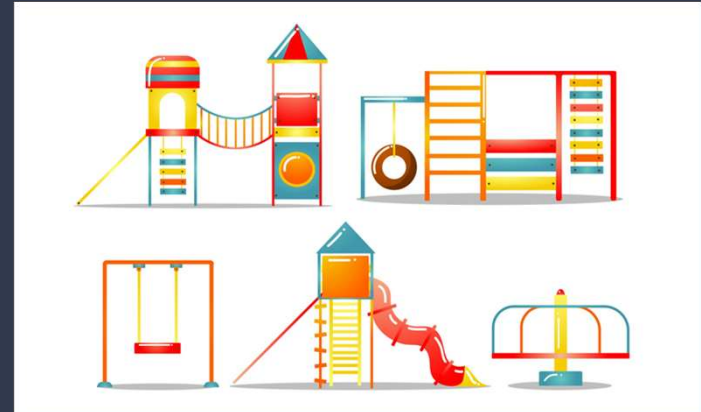


# Elementary Updates

## School Board Report

**Nicolle Johnston**

### ❑ We received a \$180,000 grant for a new playground!



### ❑ Important Events

- ❑ Local Literacy Plan submission (6/15)
- ❑ DIRS submission (6/30)
- ❑ Title Grant Application (6/30)
- ❑ Summer Programming (7/21)

June 2025

# High School June 2025-Board Report

## Current Updates

- Master Schedule draft
- English Positions
- SpEd Position
- MnMTSS
- **THANK YOU**

# SUPERINTENDENT'S REPORT



## Special Session on Monday, June 9

- ✓ **No change to the formula inflationary factor**
- ✓ **Compensatory revenue hold harmless is funded at \$50 million and \$5.5 million**
- ✓ Special education transportation reimbursement is reduced to 95% and then 90%
- ✓ Blue Ribbon Commission on SpEd established to find \$250 million in savings in FY28-29, or commensurate reductions will be made in special education cross-subsidy aid
- ✓ Student support personnel aid is reduced by \$28.7 million and \$23.7 million
- ✓ School library aid is reduced by \$19.6 million and \$22 million
- ✓ School lunch reimbursement is reduced by \$13.4 million in FY28-29
- ✓ **LTFM is expanded for roof replacement [FY27]**
- ✓ School District Consolidation Aid increased from \$200 to \$424 and \$100 to \$212
- ✓ Stand-alone bill appropriating \$100 million to fund unemployment insurance



# SUPERINTENDENT'S REPORT



## Special Session on Monday, June 9

- ✓ **Renames Literacy Incentive Aid to Literacy Aid and allows literacy aid to be used to meet the requirements and goals of a district's local literacy plan instead of a list of allowable uses**
- ✓ Clarifies that special education teachers responsible for literacy instruction are required to take LETRS training by July 1, 2026
- ✓ **Expands flexibility in the uses of food service funds**
- ✓ Allows the hours of instruction for secondary students to be reduced by 5 hours for the 2025-2026 school year for Read Act training time
- ✓ **Allows an employer to request reasonable documentation of the need for an employee to use ESST and to require documentation after consecutive scheduled work days of an employee's use of ESST**
- ✓ Requires a school district to develop a cardiac emergency response plan consistent with the model plan developed by MDE beginning in the 2026-2027 school year



CONSENT

AGENDA

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

## **MAY 28, 2025 SCHOOL BOARD REGULAR MEETING MINUTES**

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A Regular Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, May 28, 2025 at 5:31 pm in the Conference Room.

Roll call was taken. Members present included Emily Coequyt, Jon Buysse, Ryan Runia, Martin Hennen, and Abby Thostenson. Scott Monson attended the meeting virtually.

Motion by Buysse, second by Runia, to approve the meeting agenda with addendum item #4.10 as presented. Motion passed unanimously.

School Board Members highlighted different things for Viking Pride.

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

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

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

Motion by Buysse, second by Runia, to approve the 2<sup>nd</sup> reading of Policies #403, #404, #405, #701.1, #702, #703, #704, #705, #706, and #807 as presented. Motion passed unanimously.

Superintendent Monson presented the preliminary budget for 2025-2026. No formal action was taken.

Motion by Runia, second by Hennen, to approve fees, prices, and rates for 2025-2026 as presented. Motion passed unanimously.

Motion by Buysse, second by Runia, to approve the 2025-2026 Literacy Plan, with an understanding that minor content changes may need to be made before this document is finalized. Motion passed unanimously.

Motion by Runia, second by Buysse, to approve a 2025-2026 MSHSL Resolution for Membership. Motion passed unanimously by roll call vote with all Board Members voting yes.

The School Board reviewed – for the 1st of 2 times – Policies #516.5, #523, #531, #532, #601, #606, #620, and #701. No formal action was taken.

Motion by Runia, second by Thostenson, to approve a Resolution Committing Benefits for Separation. Motion passed unanimously by roll call vote with all Board Members voting yes.

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

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

The meeting was adjourned at 6:14 pm.

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Martin Hennen, Clerk

## Consent Agenda Personnel Items - June 18, 2025 School Board Meeting

### Resignation or Termination

Name	Position	Effective Date	Details
Brianne Marlyn	Student Council Advisor	Immediately	Personal Reasons
Kristi Bunjter	Junior High Girls Basketball Coach	Immediately	Personal Reasons
Kristy Peterson	Senior High Knowledge Bowl Advisor	Immediately	Personal Reasons
Noah Dunn	Co-Technical Director	Immediately	Personal Reasons

### New Contract or New Hire

Name	Position	Salary-Wages	Effective Date
Aubree Cheadle	One Act Play Director	\$2,538	2025-2026 Season
Bridget Claeys	Temporary Substitute Teacher for 6th Grade	\$205 per day	August 11, 2025 - October 20, 2025 [approximately]
Carolyn Bot	Student Council Advisor	\$2,673	2025-2026 School Year
Kaley Buysse	Head Volleyball Coach	\$6,284	2025-2026 Season
Robyn Minnehan	Long Term Substitute Nurse	\$32 per hour/8 hours per day	August 11, 2025 - November 3, 2025 [approximately]
Mary Noyes	.86 FTE Secondary English Teacher	\$60,154	July 1, 2025 to June 30, 2026
Joel Skillings	.68 FTE Physical Education Teacher	\$31,336	July 1, 2025 to June 30, 2026



## 2025-2026 CWC Schedule

CWC Schedule 2025-2026					
STEP	CWC-1	CWC-2	CWC-3	CWC-4	CWC-5
0		\$ 17.88	\$ 18.98	\$ 20.07	\$ 21.17
1	\$ 14.84	\$ 18.06	\$ 19.16	\$ 20.26	\$ 21.35
2	\$ 15.02	\$ 18.24	\$ 19.35	\$ 20.44	\$ 21.53
3	\$ 15.19	\$ 18.43	\$ 19.53	\$ 20.62	\$ 21.71
4	\$ 15.37	\$ 18.61	\$ 19.71	\$ 20.80	\$ 21.90
5	\$ 15.55	\$ 18.79	\$ 19.89	\$ 20.99	\$ 22.08
6	\$ 15.72	\$ 18.98	\$ 20.07	\$ 21.17	\$ 22.26
7	\$ 15.90	\$ 19.16	\$ 20.26	\$ 21.35	\$ 22.44
8	\$ 16.07	\$ 19.35	\$ 20.44	\$ 21.53	\$ 22.62
9	\$ 16.25	\$ 19.53	\$ 20.62	\$ 21.71	\$ 22.81
10	\$ 16.43	\$ 19.71	\$ 20.80	\$ 21.90	\$ 23.00
11	\$ 16.60	\$ 19.89	\$ 20.99	\$ 22.08	\$ 23.18
12	\$ 16.79	\$ 20.07	\$ 21.17	\$ 22.26	\$ 23.36
13	\$ 16.96	\$ 20.26	\$ 21.35	\$ 22.44	\$ 23.55
14	\$ 17.14	\$ 20.44	\$ 21.53	\$ 22.62	\$ 23.73
15	\$ 17.32	\$ 20.62	\$ 21.71	\$ 22.81	\$ 23.91
16	-	\$ -	\$ -	\$ 23.17	\$ 24.49
*Employees must be at step 15 for three years before going to step 16					

## CONTRACT FOR THERAPY SERVICES

This agreement entered into by and between Minnesota Public School ISD #414, (herein referred to as the District) and Big Stone Therapies, Inc., (hereinafter referred to as BST).

WHEREAS, the District has determined that it is necessary to retain the services of qualified Physical Therapy, Occupational Therapy and Speech Language Pathology to attain the following objectives:

1. To meet the needs of students with disabilities, as defined under the Individuals with Disabilities Education Act, that requires therapy services, assessment planning and the provision of direct or consultation services, as deemed necessary and documented in the students' individual education plans (IEP), Individual Family Service Plans (IFSP), or Individual Interagency Intervention Plans (IIIP).
2. The services provided are necessary for the students to make progress on IEP, IFSP, or IIIP goals and/or access the general education curriculum.

WHEREAS, BST is duly qualified to perform these services and its employees will hold appropriate licensure by the Education Standards Board or Department of Education for services they will provide. A copy of the licensure or appropriate board certification for each employee who will be providing services will be available to the District prior to the initiation date of the contract and on an annual basis thereafter.

NOW, THEREFORE, the parties agree as follows:

1. BST shall provide licensed Physical, Occupational Therapists and/or Assistants and Speech Language Pathologists to meet the objectives stated above.
2. BST shall provide services to students with disabilities as defined in the Individuals with Disabilities Education Act for District.
3. Services will be provided in a classroom or facility at the District in a room that is essentially equivalent to the regular education program.
4. The District shall provide an atmosphere that is conducive to learning and shall meet the needs of the students' special physical, sensory and emotional needs.
5. BST will provide services at a rate of seventy dollars (\$70.00) per hour. Reimbursable time will include all time at assigned school(s) including evaluations, consults, treatments, write-ups, meetings, site preparation, documentation, and travel time to, from and between various school sites and home visits. Mileage will be billed at the IRS allowable mileage rate, as it may change from time to time.
6. BST will submit billings on a monthly basis. Billings will reflect service hours by date and the name of the Therapist providing the service.

7. All billings shall be due 60 days after the date of the billing. In the event that payment is not made within the time specified, BST shall be entitled to all costs and expenses incurred by it in enforcing its rights under this Agreement, including, but not limited to, reasonable attorney fees
8. BST shall maintain appropriate liability coverage commensurate with the services provided and submit a copy of the policy upon request to the District.
9. District shall furnish and maintain the equipment and supplies at a time and of a type mutually agreed upon, necessary for the services provided. Any equipment owned by the District which is used by BST to provide the services provided herein shall remain the sole property of the District and the District shall remain responsible for the repair, maintenance, safety or replacement of its equipment.
10. The Director of Special Education shall be responsible for the oversight of the contracted services contained within this agreement.
11. This agreement shall be in force from July 1, 2025 until June 30, 2026. Either party shall provide written notice regarding reduction/discontinuation of services hours with a 30-day notice.
12. BST shall indemnify and hold District harmless from all claims or causes of action, including attorney fees incurred District arising out of the negligent acts of BST. District shall indemnify and hold BST harmless from all claims or causes of action, including attorney fees incurred by BST arising out of the negligent acts of the District.

#### **14. General Provisions**

**14.1 Nature of Agreement.** The Parties acknowledge that at all times they shall be acting as independent contractors and not as partners, joint venturers or otherwise. The Parties do not intend to create a general partnership by entering into this Agreement.

**14.2 Notices.** Any and all notices or other communications required or permitted to be given by this Agreement or shall be given in writing and shall be deemed to have been given if and when personally delivered, sent by first class prepaid mail, by email or by facsimile, and actually received. Notice shall be sent to the Party at the address set forth below or to such other address and to such other person as such Party shall notify the other Party:

**To District:**

Minneota Public Schools ISD #414  
Attn: Superintendent  
504 N Monroe, PO Box 98  
Minneota, MN 56264

**To BST:**

Big Stone Therapies, Inc.  
Attn: VP of Finance & Admin  
500 Cross Street  
Big Stone City, SD 57216

- 14.3 Amendment.** This Agreement may be modified only by a written agreement which is executed by a duly authorized officer of each of the Parties hereto, and which refers to this Agreement.
- 14.4 Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of South Dakota.
- 14.5 Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same Agreement.
- 14.6 Assignment.** Neither this Agreement nor any of the rights, benefits, duties or obligations provided herein may be assigned by either Party without the prior written consent of the other Party.
- 14.7 Entire Agreement.** This Agreement contains the entire agreement between the Parties with respect to the matters herein referenced and supersedes all other prior agreements and understandings, written or oral, between the Parties with respect to such matters, but shall not affect or supersede any other current agreements between the Parties.

Signed by: Scott Monson, Superintendent  
Minneota Public Schools ISD #414  
504 N Monroe, PO Box 98  
Minneota, MN 56264

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by: Angie Ackerman, VP of Finance & Administration  
Big Stone Therapies, Inc.  
500 Cross Street  
Big Stone City, SD 57216

By: \_\_\_\_\_ Date: \_\_\_\_\_

**PREVIOUS**

**BUSINESS**



# 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)<sup>i</sup>, 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

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<sup>i</sup> 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:

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

## 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**

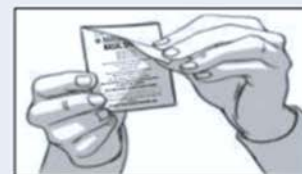
Naloxone shall be safely stored in unlocked cabinets near each of the AEDs that are installed at various locations throughout the school as designated by the school district in accordance with the drug manufacturer's instructions.

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 (8<sup>th</sup> 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)

NEW

BUSINESS



## 2025-2026 At-Will Employee Proposed Compensation and Benefits Overview

Group	2024-2025 Base Year Costs	2025-2026 (Proposal)			
		Total Costs	Change	Percent	#
Viking Leadership Team	\$ 362,825	\$ 376,653	\$ 13,827	3.81%	<sup>1</sup>
Food Service	\$ 99,197	\$ 105,630	\$ 6,433	6.49%	<sup>3,4</sup>
Custodians	\$ 199,643	\$ 207,406	\$ 7,764	3.89%	<sup>1</sup>
Office Staff	\$ 125,054	\$ 130,446	\$ 5,392	4.31%	<sup>1,3</sup>
Nurses	\$ 85,398	\$ 89,095	\$ 3,697	4.33%	<sup>2,3</sup>
<b>Total Proposed Costs</b>	<b>\$ 872,117</b>	<b>\$ 909,230</b>	<b>\$ 37,114</b>	<b>4.26%</b>	
<sup>1</sup> A portion of the increase is due to rising district health insurance contribution costs.					
<sup>2</sup> Portion of the increase is due to a 2% increase in the employer TRA contribution rate.					
<sup>3</sup> Portion of the increase is due to step increases.					
<sup>4</sup> Portion of the increase is due to adding 3 days to the work year [176 increase to 179].					

## 2025-2026 At-Will Employees Proposed Compensation and Benefits Detailed

Last Name	First Name	Staff "Group"	Position	Step	Hours/ Day	Days	2025- 2026 Hourly	2025-2026 Salary	2025-2026 Salary & Benefits
Bagley	Sue	VLT	Food Service Director	NA	8	200	\$ 30.00	\$ 48,006	\$ 55,279
Engler	Les	VLT	Facilities Director	NA	8	260	\$ 32.60	\$ 67,803	\$ 87,040
Myrvik	Patty	VLT	AD/CE Coordinator	NA	8	208	\$ 34.28	\$ 57,050	\$ 65,693
Shultz	Devann	VLT	Technology Director	NA	8	260	\$ 32.01	\$ 66,577	\$ 76,664
Skorczewski	Tara	VLT	Business Manager	NA	8	260	\$ 38.40	\$ 79,876	\$ 91,977
Voit	Ranee	Food Service	Assistant Cook	11	6.5	179	\$ 20.99	\$ 24,416	\$ 28,115
Husted	Mikayla	Food Service	Ala Carte/Breakfast	3	6.5	179	\$ 19.53	\$ 22,721	\$ 26,164
Jennen	Kira	Food Service	Cooks' Helper	1	6.5	179	\$ 19.16	\$ 22,298	\$ 25,676
Verschelde	Jackson	Food Service	Cooks' Helper	1	6.5	179	\$ 19.16	\$ 22,298	\$ 25,676
Fox	Scott	Custodians	Custodian	NA	8	260	\$ 23.12	\$ 48,090	\$ 62,475
Larson	Keven	Custodians	Grounds	NA	560		\$ 23.00	\$ 12,880	\$ 14,831
Larson	Keven	Custodians	Summer Custodial	NA	350		\$ 17.00	\$ 5,950	\$ 6,405
Cuevas	Greg	Custodians	Custodian	NA	8	260	\$ 25.02	\$ 52,042	\$ 67,026
Verschelde	Dale	Custodians	Custodian	NA	8	260	\$ 23.66	\$ 49,213	\$ 56,669
Breyfogle	Allyson	Office	H. S. Secretary	NA	8	260	\$ 27.68	\$ 57,574	\$ 75,262
Sorensen	Shannon	Office	Elem Secretary	16	8	200	\$ 21.07	\$ 33,714	\$ 38,821
Knutson	Barb	Office	Testing Coordinator	NA	NA	NA	NA	\$ 14,100	\$ 16,363
Gorecki	Sara	Nurses	School Nurse	NA	NA	NA	\$ 40.89	\$ 18,401	\$ 21,556
Muhl	Whitney	Nurses	School Nurse	NA	8	180	\$ 40.04	\$ 57,652	\$ 67,539
<b>2025-2026 Proposed Totals</b>								<b>\$ 760,659</b>	<b>\$ 909,230</b>



# Minneota Public School District District Procedures

Adopted: April 2024  
Revised: July 2025~~2024~~

## DISTRICT PROCEDURES: NON-LICENSED STAFF – HIRING, HOURS, AND BENEFITS

### I. PURPOSE

The purpose of these procedures is to provide details regarding hiring, hours, and other benefits for non-licensed staff.

### II. DEFINITIONS

- A. Full-Time Employee: An employee who is employed for the calendar year and not a school year.
- B. Part-Time Employee: Any employee who is hired to work less hours or days than the full-time equivalent of a school year or who is hired to work less hours or days than a full-time employee.
- C. Proration: Employees considered as part-time shall receive prorated benefits based on the benefits received by full-time employees.

### III. EMPLOYMENT OF ALL CLASSIFIED PERSONNEL

- A. When there is a need to hire a person for a classified position in the Minneota School system, it shall first be advertised [at a minimum] on the school website, on any appropriate online job boards, and also in the official newspaper of the district.
- B. Applicants selected for interviews shall be interviewed by the supervising Principal and/or Superintendent as necessary, whose recommendations shall be considered by the Board.
- C. Upon approval by the Board, the new employee shall serve a period of three months' probation. During the probationary period, the employee's job performance shall be evaluated by his or her immediate supervisor. If the job performance is rated unsatisfactory, the Superintendent shall so report to the Board and the employee may be discharged immediately.
- D. If at any time, the job performance or attitude of any employee is felt to be unsatisfactory, he or she shall be so informed by the Superintendent in writing.
- E. If such performance or attitude does not improve, the Superintendent shall so report to the Board and recommend terminating the employee. The employee may be discharged immediately by the Superintendent.

- F. A written evaluation of all classified personnel shall be reviewed annually before setting wages, salaries, and benefits for the coming year.
- G. An employee must give two weeks' notice prior to leaving a position. An employee absent without leave (written permission from the Superintendent) may be terminated immediately.
- H. Classified positions include: Activities Director/Community Education Coordinator, Business Manager, Technology Coordinator, Custodians, Head Cook, Cook's Helpers, Secretaries, and any other non-certified personnel.

#### IV. HOURS/DAYS/RATES/FRINGE BENEFITS

- A. Rates of Pay for those classified staff on the CWC Scale are set by the School Board in compliance with Comparable Worth, and those others off scale are looked at separately.
- B. Custodians shall earn \$0.50 per hour for each boiler license that they earn.
- C. Food Service staff shall be entitled to reimbursement of up to \$200 annually for shoes.
- D. Hours of Employment: Each employee will work up to a 40-hour week, with overtime pay as required by law. Employees shall submit clock their hours on the district's automated timeclock system ~~weekly time sheets, showing hours for each day of the week.~~ Overtime will only be paid when specifically authorized by the Superintendent in advance of the overtime being worked.
- E. Employees who work 52 weeks per year and at least 2080 hours are considered full-time employees.
- F. Holidays for full-time employees: New Year's Day, New Year's Eve, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- G. Vacation for full-time employees:
  - i. Full-time employees earn ten (10) days of paid vacation per year on July 1st of each year.
  - ii. Every year after five (5) years of employment with the district, an additional day of vacation is granted up to a maximum of 20 days.
  - iii. Vacations shall be staggered so that at least one custodian and one secretary are on duty each weekday.
  - iv. Up to three days of vacation may be carried over from the previous year.
  - v. Any full-time classified staff member must have advance approval from their supervisor and administration to ensure that vacation is spread out in a timely fashion throughout the calendar year.
  - vi. All year-round, non-certified staff cannot use more than ten (10) vacation and/or personal days total during the months of May and June.
  - vii. Any vacation days beyond the three (3) allowed to be carried over by These procedures will be forfeited as of July 1 of that year.

- H. New Hires: An employee hired in the middle of a fiscal year will accrue paid vacation time at a rate of 6.67 hours per month until they have been employed for a full fiscal year (July 1 to June 30). At that time, they will receive their vacation in a lump sum on July 1.
- I. For all part-time employees, each employee will be allowed the equivalent of (up to) three (3) workdays to replace any hours that may be missed due to weather or sports.
- J. Sick Leave
- i. Full-Time Employees: 12 hours (FTE) per month accumulative to 480 hours for all classified personnel. Sick leave may be used for an employee's own illness or injury, illness, or injury of his/her child, and due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent.
  - ii. Part-Time Employees: 7 hours (FTE) per month accumulative to 420 hours for all classified personnel. (Proportional days for part-time employees.) Sick leave may be used for child illness per federal law.
- K. Personal Leave: Two (2) days of personal leave, which will be deducted from employees' accumulated sick leave.
- L. ESST Leave: As of January 1, 2024, and thereafter, the first forty-eight (48) hours of sick leave accrued will be designated as ESST.
- i. Full-Time Employees: 48 hours (FTE) per year accumulative to 80 hours for all classified personnel. ESST hours will accrue 1 hour for every 30 hours worked.
  - ii. Part-Time Employees: 48 hours (FTE) per year accumulative to 80 for all classified personnel ESST hours will accrue 1 hour for every 30 hours worked,
  - iii. ESST leave may be used for the following people:
    - 1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
    - 2. their spouse or registered domestic partner;
    - 3. their sibling, stepsibling, or foster sibling;
    - 4. their biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
    - 5. their grandchild, foster grandchild, or step-grandchild;
    - 6. their grandparent or step-grandparent;
    - 7. a child of a sibling of the employee;
    - 8. a sibling of the parents of the employee;
    - 9. a child-in-law or sibling-in-law;
    - 10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
    - 11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
    - 12. up to one individual annually designated by the employee.

- M. Bereavement or Immediate Family Medical Leave:
- i. Full-Time Employees: Six days for death of an immediate family member deducted from sick leave. Immediate Family is defined as a father, mother, brother, sister, spouse, child, aunt, uncle, grandparents, niece, nephew, or grandchildren of the employee and employee's spouse.
  - ii. Part-Time Employees: Six days for death or family medical emergency of an immediate family member deducted from sick leave. Immediate Family is defined as a father, mother, brother, sister, spouse, child, aunt, uncle, grandparents, niece, nephew, or grandchildren of the employee and employee's spouse.
- N. Additional Personal Leave Days: ~~—~~ without pay may be granted by the Superintendent. Advance approval of unpaid personal leave days is required.
- O. Comp Time:
- i. Comp time shall be in lieu of pay and agreed to – in advance – by both the employee and the employee's supervisor for any time worked outside of an employee's regularly-scheduled hours. The District will provide a form for tracking and approval. Comp time shall be accrued hour for hour for hours worked up to forty (40) hours.
  - ii. In cases of compensatory time off, the District and the affected employee shall make a mutual and reasonable effort so that the employee can take the compensatory time off within twelve (12) months of the worked overtime.
- P. Insurance:
- i. The District shall contribute \$~~8,9657,700~~ for family and \$~~67~~,100 for single toward medical insurance for full-time employees that qualify for the policy carried by the District.
  - ii. A school employee who retires prior to the age of 65 is eligible to participate in the District's group insurance program, if permitted under the insurance policy provisions. The retired employee shall pay the entire premium for such programs as the employee wishes to retain upon retirement.
  - iii. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.
- Q. Jury Service: A support staff member who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

## 2025-2026 Facilities and Equipment Fees - Proposed

Facilities and Equipment	2024-2025 Fees			2025-2026 Fees - Proposed		
	Minneota Youth Group or Association - No Fee or Admission Charged	Non-Profit Groups - Fee or Admission Charged	Minneota For Profit Groups and Non-Profit Non Minneota Groups	Minneota Youth Group or Association - No Fee or Admission Charged	Non-Profit Groups - Fee or Admission Charged	Minneota For Profit Groups and Non-Profit Non Minneota Groups
Viking Gymnasium	\$20 per hour	\$25 per hour	\$30 per hour	\$20 per hour	\$25 per hour	\$30 per hour
Auxiliary Gymnasium						
Concession Stand	\$25 per hour	\$30 per hour	\$35 per hour	\$25 per hour	\$30 per hour	\$35 per hour
Clean-Up Fee	None	\$35 per hour	\$35 per hour	None	\$35 per hour	\$35 per hour
Audio-Visual Fee						
Stage - Viking Gymnasium	\$20 per hour	\$25 per hour	\$30 per hour	\$20 per hour	\$25 per hour	\$30 per hour
Music Room-Private Lessons	\$30 per month	\$35 per month	\$40 per month	\$30 per month	\$35 per month	\$40 per month
Cafeteria	\$20 per hour	\$25 per hour	\$30 per hour	\$20 per hour	\$25 per hour	\$30 per hour
Clean-Up Fee	None	\$35 per hour	\$35 per hour	None	\$35 per hour	\$35 per hour
Kitchen	\$30 per hour	\$35 per hour	\$40 per hour	\$30 per hour	\$35 per hour	\$40 per hour
Clean-Up Fee	None	\$35 per hour	\$35 per hour	None	\$35 per hour	\$35 per hour
Classroom	\$15 per hour	\$20 per hour	\$25 per hour	\$10 per hour	\$15 per hour	\$20 per hour
Parking Lot	None	\$10 per hour	\$15 per hour	None	\$10 per hour	\$15 per hour
School Fields and Greenspace	\$20 per hour	\$25 per hour	\$30 per hour	\$15 per hour	\$20 per hour	\$25 per hour
Scoreboards-Clocks	\$10 per hour	\$15 per hour	\$20 per hour	\$10 per hour	\$15 per hour	\$20 per hour
Piano	\$10 per hour	\$15 per hour	\$20 per hour	\$10 per hour	\$15 per hour	\$20 per hour
Portable Bleachers	\$5 per hour	\$10 per hour	\$10 per hour	\$5 per hour	\$10 per hour	\$10 per hour
Custodial fee	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour
Risers	\$5 per hour	\$10 per hour	\$10 per hour	\$5 per hour	\$10 per hour	\$10 per hour
Custodial fee	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour
Music Stands	None	\$5 per hour	\$10 per hour	None	\$5 per hour	\$10 per hour
Video Board	\$20 per hour	\$30 per hour	\$40 per hour	\$20 per hour	\$30 per hour	\$40 per hour
Video Set-Up	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour	\$35 per hour
Other Items Not Listed				To-Be-Determined By Administration		
*Personnel: supervisors, security, custodians, set-up, and or clean-up fees and charges may be included, depending on the nature of the event.						
*A custodial fee of \$35 per hour may be assessed if required and outside of school hours, on weekends, and/or in summer months.						
*A staff service charge may be assessed as required.						
*Climate control may be charged per event as an additional charge.						
*A snow removal fee may be charged when snow removal is required.						
*An equipment replacement fee of 15% of gross revenue from ticket, entry, or fees collected may be assessed.						

# Student Device & One-to-One Handbook



**Minneota Public Schools**  
**2025-2026**





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## **Receiving Your Device**

### 1.1 Receiving Your Device

Devices will be distributed each fall at a time/date TBD. Parents and students must sign and return all required documents before the device can be issued to their child.

Devices will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original device each year while enrolled at MPS unless swapped out due to age or condition.

### 1.2 Device Charger

Each student device is handed out with a corresponding charger. It is the responsibility of the student to maintain possession of their charger for the year. If the student loses or breaks their charger, they will have to purchase a new charger through the school.

### 1.3 Device Check-In

Devices will be returned during the final week of school. If a student transfers out of the Minneota school district during the school year, the device and charger must be returned at that time.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MPS for any other reason must return their device on the date of termination.

If your device has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during the student device check-in or when checking out to transfer to another district.

If a student fails to return the device or charger at the end of the school year or upon termination of enrollment at MPS, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the computer. Failure to return the computer/charger or reimburse the district for its replacement cost will result in a theft being filed with the local police department.





## Taking care of your device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Tech office.

### 2.1 General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open and must always carry it closed.
- Be mindful when handling backpacks with devices inside to avoid accidental damage.
- To conserve battery life, devices should be placed in sleep mode (by closing the cover) or shut down when not in use.
- **Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Minneota Public School District.**
- Devices are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them or where they are exposed to freezing temperatures (like your locked car). If the device gets cold, let it warm up to room temperature before operating.
- Devices must never be left unattended in an unlocked car, locker, or any unsupervised area.
- Students are responsible for keeping their device's battery charged for each school day. The school will not borrow out extra chargers.
- To not comply with the General Precautions may result in being required to check out and return the device each day from the tech office for a minimum of one week on the first offense or a minimum of two weeks on the 2<sup>nd</sup> offense. Any additional offenses may result in the loss of netbook privileges as determined by the building Principal.



### 2.2 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the screen.
- ~~Do not poke the screen.~~ Being that they are touch screens
- Do not place anything on the keyboard before closing the device (e.g., pens, pencils).
- Clean the screen with a soft, dry cloth or anti-static cloth. These devices are touchscreen and need to be kept clean to be effective.
- ~~Do not "bump" the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.~~



- Be mindful of how the device is stored – Example: If kept in a bookbag, do not throw the bookbag around.



## **Using your device at school**

The devices are intended for daily use at school. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

### 3.1 Device Left at Home

If students leave their device at home, they must check out a loaner device from the High School tech office which is subject to availability. If a student repeatedly leaves their device at home, they may be required to “check out” their device from the Tech office for a period of time. Additional offenses may result in detention or other disciplinary action as determined by the building Principal.

### 3.2 Device Undergoing Repair

The Tech office will make loaner devices available when a student device is dropped off for repair due to normal wear and tear or for warranty issues. If the repair is required due to a violation of general precautions or malicious intent, the student will be required to check out and return the loaner device each day from the Tech office.

### 3.3 Charging your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. If a student does not have a fully charged device or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their device during lunch or at another time of non-use. For this purpose, charging areas will be designated in supervised areas (classrooms). Outlets will be limited so students shouldn't rely on charging their device at school. Extra chargers will not be loaned out to students.

### 3.4 Device Settings

- Students may not change any device control panel settings from the original defaults.
- Inappropriate media may not be used as a screensaver or be saved on the device.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures, or any other material that is not school appropriate will result in disciplinary actions.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.



### 3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- NON-EDUCATIONAL internet games are not allowed on the device during school hours. NO games can be downloaded and installed on your device.
- Do not save any music, games, or programs to the device. All software must be district approved.

### 3.6 Home Internet Access

Students are allowed to set up home internet access on their devices. The machines are capable of accessing wireless internet. The rules outlined above regarding appropriate use also apply when the device is in use outside the school building.

### 3.7 Personal Input/Output Devices

Students are allowed to bring their own mouse/headphones to use with their computers if they desire. Each student will be responsible for their own equipment, and the technology department will not be responsible for fixing these items should they malfunction.

## **Managing Your Files and Saving Your Work**

### 4.1 Saving Documents on Your Device

Storage space will be available on your device, but it will NOT be backed up in case of reimaging. You should save important documents on removable file storage such as a flash/USB drive, cloud storage, or external hard drive. Students are encouraged to use district-recommended cloud storage to store their documents. Training will be provided by the school district on how to use this cloud-based site.

It's the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

### 4.2 Network Storage

The school will provide a non-secure "common drive" where students can store and access files while at school. Students will be encouraged to use cloud-based storage, such as their Google account.

### 4.3 Network Connectivity

The Minneota Public School District makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.





## **Software on Devices**

### 5.1 Originally Installed Software

The software originally installed by the Minneota Public School district must remain on the device in usable condition and be easily accessible at all times.

From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the device at the completion of the course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

### 5.2 Virus Protection

The issued device has anti-virus protection and other programs that help protect the software. If a student suspects that there is a virus or malware on their device, they should bring it to the Tech office for inspection.



### 5.3 Additional Software

Students are not allowed to load extra software on their devices.

### 5.4 Inspection by Administration

The issued devices are the property of the school and are loaned to the students free of charge. The Administration and/or staff can request a device inspection at any time. Random device inspections may be held periodically.

### 5.5 Procedure for changing or re-loading software

If illegal software is discovered, the software or files will be subject to deletion and could warrant that the hard drive be re-imaged. If technical difficulties occur, the hard drive may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software or documents deleted due to a re-imaging procedure.

### 5.6 Software upgrades

Upgraded versions of licensed software are available from time to time. Students may be required to check in their devices for periodic updates.



## Acceptable Use

The Minneota Public School District is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to e-mail, student data storage, and the Internet. To gain access to these resources, students and parent must sign and return this form to the school.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the device, Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion for the students. When applicable, law enforcement agencies may be involved.

### 6.1 Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's ~~"Internet Acceptable Use"~~ "Internet, Technology, and Cell Phone Acceptable Use, Safety, and Data Privacy" policy is available on the Minneota Public Schools website – <https://www.minneotaschools.org/our-district/board-of-education/board-policies> - Policy #524.

### 6.2 Student Privacy Data

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct affecting a student's educational data. The notice must:, or assessment technology provider contract

- A. identify each curriculum, testing, or assessment technology provider with access to educational data;
- B. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
- C. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum,



testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students with an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

### 6.3 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- It is the parents' responsibility to supervise all use of the Internet while their child is using a school-supplied computer at home.
- CIPA Regulations (Child Information Protection Act): It is important to point out that the school district may or may not provide a web filter for off-campus use. The student could be subject to controversial web content without proper monitoring. It should be also noted that if your child attempts to put any harmful or illegal content on the device, both the student and parent/guardian will take full responsibility.
- Any use of the device outside of the school day still falls within the guidelines of the Acceptable Use Policy [524] adopted by the school district (which can be found on the school website). All students will abide by this policy while they are using their devices either at or away from school.

### 6.4 School Responsibilities

- Provide internet and email access to its students while at school.
- Provide internet blocking of inappropriate materials while at school.
- Provide network data storage areas. School-provided data storage areas will be treated similar to school lockers. The Minneota Public School District reserves the right to review, monitor, and restrict information stored on or transmitted via Minneota Public School District-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### 6.5 Students Responsibilities

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.



- Use all technology resources in an appropriate manner so as not to damage school equipment. “Damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student’s own negligence, errors, or omissions. Use of any information obtained via Minneota Public School District’s designated internet system is at your own risk. Minneota Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Help the Minneota Public School district protect our computer system by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any e-mail or internet activity under their name will be considered their responsibility.
- If a student should receive an e-mail containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into the office.

#### 6.6 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates the district Acceptable Use Policy or any other existing Board policy or public law.
- Use of sites selling term papers, book reports, and other forms of student work
- Non-Educational internet/computer games
- Use of any software not already installed on the device without prior approval from the school.
- Changing of the device settings
- Downloading and executing files – Examples: MSN Messenger, games, etc.
- Spamming – Sending mass or inappropriate e-mails.
- Gaining access to other students’ accounts, files, and/or data
- Password sharing
- Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information except in an instructional context or in the performance of Minneota Public School District business and with the permission of the district.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer



programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Using the device to participate in cyber bullying.
- Using the device to plagiarize or cheat.
- Writing, Drawing, or placing stickers or gum wrappers on the device.

## 6.7 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or administrator.
- Plagiarism is a violation of district and school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school district.

## 6.8 Student Discipline

Computers owned by Minneota Public Schools are first and foremost for educational purposes. This does not preclude the use of the issued device at home for other purposes, but priority is given to use by the student for schoolwork. At home or at school, a student who violates any part of this handbook or the District's Acceptable Use Policy shall be subject to the consequences outlined in that document.

At school, students must always have a school-related purpose for being on the Internet. Information downloaded from the Internet should be classroom-related and approved by the classroom teacher. This requirement applies to any information from the Internet such as software, music, and non-print images. Students who use the Internet in school for non-approved purposes or purposes not related to schoolwork will receive the following consequences at a minimum:

- **1<sup>st</sup> Offense:** The classroom teacher will handle the problem according to his or her classroom discipline policy described on the course syllabus.
- **2<sup>nd</sup> Offense:** The student will be referred to the office and scheduled for detention.
- **3<sup>rd</sup> Offense:** The student will be referred to the office and issued in-school suspension.

Additional offenses or serious violations such as using the Internet in school to view or download material that is obscene, vulgar, or sexually explicit, or to bully or harass another person, may result in additional and more severe consequences as determined by the Principal.



## 6.9 Cyberbullying

Students using the issued devices are reminded of the districts' policies regarding bullying and harassment, including cyberbullying, as described in district policies.

## **Protecting & Storing Your Device**

### 7.1 Device Identification

Student devices will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If a device loses its labeling, the student will immediately turn in the device for re-labeling. The district will maintain an inventory of all devices, with label identification, student assignment, and serial numbers. **Only labels or stickers approved by the Minneota Public School District may be applied to the device.**

### 7.2 Password Protection

Student devices will be password protected. Students will keep their passwords confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

### 7.3 Storing Your Device

When students are not using their devices, they should be stored in their lockers – NOT IN THE HALLWAY. Nothing should be placed on top of your device when stored in the locker. Students are encouraged to take their devices home every day after school to be charged, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home.

### 7.4 Devices Left Unattended

Under no circumstance should devices be left unattended (except in designated areas). Any device left unattended is in danger of being stolen. If a device is found unattended, it will be taken to the K-12 office.

## **Repairing or Replacing Your Device**

### 8.1 Warranty

This coverage is purchased by the Minneota Public School district as part of the purchase price of the equipment. This coverage warrants the netbooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the device or to replace the device. The warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses, **or cover the charger**. Please report all device problems to the Tech office.



## 8.2 School District Protection

The school district shall provide repairs at no cost to the student for normal wear and tear. School District Protection is available for all students and parents to cover device repair or replacement in the event of theft (police report required) or accidental damage. The protection plan cost is \$25 annually for each device. It is highly recommended that each family purchase this plan. Accidents happen to even the most careful people. The plan is optional but if a family waives the School District Protection plan, the student/parent is fully responsible for any repairs or replacement of the device should there be damage. The first incident of **accidental** damage to the device is covered under the school's protection plan – if the family purchased the plan. Damage other than that caused by an accident or damage to a second, third, fourth, etc. device will be the responsibility of the student and/or the parent. The school will determine the appropriate course of action and/or restitution in situations such as this. Lost items such as protective cases and charging cables will be charged the actual replacement cost. There is a sliding scale (for the cost of the protection plan) based on your application for free and reduced lunch. See the district office for details.

## 8.3 School/Student Responsibilities

Students will be held responsible for maintaining their individual school computers and keeping them in good working order. See Section 2.1 “General Precautions” for information and expectations for taking care of the device. Computers that malfunction or are damaged must be reported to the Tech office.

### **The school district will be responsible for repairing:**

- Computers that malfunction due to manufacturing or software defects.
- Devices that suffer damage from normal use.
- Any issue covered under warranty.

### **The student/family without District Protection Plan will be responsible for:**

- Repair cost due to accidental damage.
- Full cost if replacement is necessary.
- Students will be entirely responsible for the cost of repairs to devices that are damaged intentionally or due to negligence. Vandalism may be charged if a destroyed device isn't fully paid for by the responsible party.
- Parents who don't pay for their broken/repaired device in a timely manner will be subject to being turned into a collection agency.

Devices that are stolen must be reported to the building principal or district superintendent and the Minneota Police Department. A police report will be required by the district to prove the claim for the loss.

## 8.4 Claims

All insurance claims must be reported to the Tech office. If a device is stolen or damaged, students or parents must file a police or fire report and bring a copy of the report to the administrator's office before a device can be replaced with School District Protection. The

The district will work with the Minnesota Police Department to be aware of this District-owned equipment.

## **Device Technical Support**

The Tech office coordinates the repair work for all electronic devices. Services provided include the following:

- Hardware maintenance and repairs
- Password identification/retrieval
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner devices
- Virus removal





## Electronic Device Pledge Form

### Student Pledge for Electronic Device:

- 1) I will follow all of the policies and regulations included in the 1-to-1 Handbook while at school as well as outside of the school day.
- 2) I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- 3) I agree to return the device and protective case in good working condition.

### Parent Pledge:

I recognize that it is my responsibility to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for any inappropriate materials acquired by my child. I will also assure that my child will not use this device to engage in cyber-bullying of any kind. I will assume full responsibility for any harmful or illegal content on the device. I also will take full responsibility for any damage that occurs to the device while the device is in my child's possession. I hereby give permission to allow my child to check out a school issued device for the current school year.

I agree to the stipulations set forth in the above documents including the 1-to-1 Device Handbook, the district Acceptable Use Policy, the Bullying Policy, other applicable district policies and this pledge form.

Student Name (Please Print): \_\_\_\_\_ Student Grade \_\_\_\_\_

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

Parent Name (Please Print): \_\_\_\_\_

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

### PLEASE CHECK ONE: Checks payable to Minnetonka Public School

\_\_\_\_\_ I agree to enroll in and fully understand the school district protection plan (cost \$25)

\_\_\_\_\_ I decline to enroll in the school district protection plan and fully realize that I am financially responsible for repairing any damage and/or replacing my child's school issued device.

\_\_\_\_\_ Amount Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check(Check Number)

### Parental Consent for Google Additional Services

I give permission for my child to access Google Additional Services, including YouTube, Google Translate, Maps, Earth, Play Store, and Bookmarks, for educational use.

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

# MINNEOTA HIGH SCHOOL ~~2024-~~ 252025-26



## RULES AND REGULATIONS PERTAINING TO HIGH SCHOOL ACTIVITIES

## MISSION

The mission of Minneota activities will be to help students learn: Respect, Discipline, Commitment, Sportsmanship, Faith, Trust, Loyalty, Honor, Integrity and Passion.

## ACTIVITIES

Your high school career includes many activities aside from the regular classroom experiences in which you may participate. You are urged to take part in some of them. Besides being entertaining and satisfying, these activities broaden your interests and help you to develop many extra skills. Minneota High School offers the following activities for our students:

### **Music**

We are proud of our music programs and their exhibitions during the school year at various sporting events, fine concerts, competitions, and other public appearances. Its pep does much for our fine school spirit. Musicians are made through practice; they are not born musicians. If you are interested in music, reach out to the music instructors. If you do not have an instrument, some may be available for your use. A rental fee for certain instruments will be charged.

### **Speech**

Minneota High School participates in speech activities sponsored by the Minnesota State High School League. The fields include Oratory, Dramatic Reading, Extemporaneous Reading and Speaking, Humorous Selection, Story-Telling and several other categories. Here is a challenge to develop diction, confidence and poise. Participate in speech activities!

### **Drama Activities**

In the fall, MHS will produce either a musical or a play. The genre of the production will be at the discretion of the director. Plays are selected by the director and approved by the administration. The cast is selected by tryouts, which are open to all students. Those interested in trying out will be asked to attend a meeting where information concerning the production will be presented. In winter, MHS will offer One-Act Play sponsored by the Minnesota State High School League. Play selection will be determined by the director. Cast and technical crew will be selected through tryouts by the director. Opportunities will exist to perform the play for our community as well as at the MSHSL competitive level.

### **Visual Arts**

Minneota High School has added Visual Arts as an MSHSL competitive activity for the 2024-25-26 school year. This is a yearlong activity where participants will have the opportunity to showcase their artistic talents for an opportunity to participate in a statewide show in the spring.

### **Athletics**

Minneota participates in eleven interscholastic sports. They include football, cross country, and volleyball in the

fall; basketball, wrestling, hockey, and dance team in the winter; softball, baseball, track, and golf in the spring. We are members of the Camden Conference in basketball, volleyball, track, cross-country, baseball, softball, and dance team. We are a member of the Southwest District North Sub-District for football. Minneota is a member of the Minnesota State High School League. We are in a co-op with Canby for dance, cross-country, track and softball. Minneota hosts softball and the others are held in Canby, including practices. We are in a co-op with Marshall for hockey, and Marshall is the host for that sport.

Our eligibility rules are those of the Minnesota State High School League, supplemented by local rules to govern special situations. We expect our athletes to be well behaved off the field as well as on. While every effort is made to have excellence in athletic achievements, emphasis is mainly on good sportsmanship and fair play.

### **FCCLA Organization**

Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women in grades 7-12 become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education.

Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, community service, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration.

Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life--planning, goal setting, problem solving, decision making, and interpersonal communication--necessary in the home and workplace.

To be eligible, a student must be enrolled in a Family Consumer Science class or have had one year of Family Consumer Science class.

### **Robotics**

The Robotics program is designed to explore the current and future use of automation technology in industry and everyday use. The students will receive a comprehensive overview of robotic systems and the subsystems that comprise them.

### **FFA**

The FFA organization promotes agriculture and premier leadership through hands on experience. FFA prepares students for life after high school; whether that be college or in a career field. Students have the unique opportunity to travel to conventions and meet other FFA members as well as exciting leadership training.

### **Clay Target League**

The Clay Target League is offered through Community Education and is an extracurricular coed activity for students in grades seven through twelve who have their Firearms Safety Certification.

### **Student Council**

The Student Council is an organization of students selected to serve as their official representatives in matters of concern to the entire school in areas where the council has been given power and authority by the administration. It is comparable to a lawmaking body in that student members are elected to represent and speak for the group.

In the spring, students apply for officer positions and a faculty committee selects officers from the applicants. Officer positions are president, vice-president, secretary, treasurer, and parliamentarian to serve as executive officers for the council. If we have a regional or state officer in our school, they are automatically a member of the council.

### **National Honor Society**

The Viking Chapter of the National Honor Society has as its objectives to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of Minneota High School. Membership in this chapter is based upon scholarship, service, leadership and character. To be eligible for membership, candidates must meet G.P.A. requirements. Their eligibility shall then be considered on their service, leadership and character. Selection is by the NHS Faculty Council and is limited to Juniors and Seniors.

### **Knowledge Bowl**

Minneota offers Knowledge Bowl to students in grade 7-12. Knowledge Bowl is an interdisciplinary academic contest that combines intense competition with the incredible skill of knowledge recall. Team members work cooperatively to solve oral and written questions while teams race against each other to be the first to answer the question correctly.

## **AWARDS PRESENTATION**

Awards may be presented to students at the conclusion of the activity. Coaches/directors may hand out all awards, with the paper being notified so that an article with accompanying picture can be placed in the *Minneota Mascot*.

## **AWARD SYSTEM**

It is the hope that all students will take part in some extra-curricular activities. School will be more interesting and valuable with participation in some extra-curricular activity.

In some cases, it will take more than one year to earn a letter. Registration for each activity is done in ~~#School~~ [Arbiter](#) and records are kept online. Reports are available upon request. In most activities, you will be awarded a letter when you first earn it. [See page 4 See specific activity in the section below](#) for an explanation of the types of awards to be given. In no case will any awards be given if the student is not in good standing at the time the letters are awarded.

The coaching staff/advisor/director of a particular activity has the option to letter a student/athlete based on predetermined criteria they have established for that activity.

If any suspensions occur during the season, the student will not letter in that activity. They will receive a participation certificate. The season will be defined from the first day of practice as defined by the MSHSL to the last contest for the team or individual.

### Winning a letter in Athletics/Activities at Minneota High School

#### 1. Point System

A player must attain one-third plus one of the number of quarters in football ~~and basketball~~ and the same number of innings in baseball and softball. For basketball one-half plus one number of halves. For example, if we have 7 games this would equal 28 quarters. One-third of 28 is 9 plus 1 would equal 10 quarters that a player would have to participate in.

Players can also letter if they are a member of the tournament team.

Dance athletes will letter if they are on the varsity team and participate in the end of the year tournament. Should an injury or other unique circumstance take place, coach/advisor discretion will be used in the lettering process.

Wrestlers will be awarded letters if they

- participate in one-third of the varsity matches, or
- earn ten team points, or
- are a member of the tournament team, or
- distinguished themselves or team in outstanding manner, or
- Senior with the team for three years.

Girls' golfers must average under 60 and participate in 3/4 of the matches or (2) place in district, or (3) participate for three years but not earn enough points (Senior only).

Boys' golfers must average under 50 and participate in 3/4 of the matches, or (2) place in district, or (3) participate for three years but not earn enough points (Senior only).

This alone would not entitle a player to a letter. The following will also be taken into consideration:

**Injured Player:** Anyone injured/medical disability during the course of the season who the coach/advisor in his/her opinion would have lettered will be awarded one.

In addition, a participant must complete the regular season/activity period to be eligible for a letter.

Student Manager: Must complete two years of duty in the same sport from grades 7 through 12 to the satisfaction of the coach/advisor to receive a letter.

#### 2. Type of Awards

A. Emblem - A participant may get a letter "M" for the first time in grades 7-12 providing he/she has met these activity requirements. An individual will receive only one emblem.

B. Insignia - Given to participants the first time they letter.

C. Gold Bars & Certificates - Gold bars and certificates will be given to participants each time a letter is earned.

### **Policy for Lettering in Senior High Band**

Letters and music emblems shall be awarded on a point basis. To be entitled to a band emblem, a student must earn a total of 18 points. Points start accumulating at the beginning of the student's 9<sup>th</sup> grade year. The points earned are cumulative through the course of the student's band career.

One point shall be granted to each member of a group for each public appearance of the group, other than assembly program, band/choir concerts, parades and graduation. Public appearances include pep band performances, solo/ensemble contest, large group contest and other performances outside of the school day that are not a part of your quarter grade.

Soloists and ensembles taking part in the section/state contest will receive 3 points for a superior rating, 2 points for an excellent rating, and 1 point for participation if a superior or excellent rating is not scored.

An accompanist will receive 1 point for accompanying a soloist or ensemble.

Seniors will receive a letter their final year if they have not received one previously in band.

### **Chorus**

To be entitled to a choir pin, a student must earn a total of 15 points through participation in extra-curricular choral activities. At least eight of these points must be earned in public appearances and contests.

Ways to earn points:

1. Regular attendance at rehearsals - 1 point for each semester.
2. Participation in each public appearance of an ensemble - 1 point per event.
3. Solo/small ensemble opportunities within the large ensemble - 1 to 3 points each year.
4. Accompanying opportunities - 1 to 5 points (based on quantity and quality of services provided) each year
5. Solo and small ensemble participation in sub-section and/or region/state contests - Superior rating = 3 points; Excellent rating = 2 points; Participation = 1 point

Ways to lose points:

1. Unexcused absences - 1 point for each occurrence.
2. Ineligibility at the time of a major performance or contest - 2 points for each occurrence.

Points start accumulating at the beginning of each academic year with letters awarded based on total points earned as of May 5. Seniors in good standing may be awarded a letter at the discretion of the director even though they may not have earned the necessary 15 points.

## **Speech Activities**

1. 25 points are necessary to secure a letter
2. Breakdown of points
  - Participating in regular season meets 5-10 pts.
  - Participating in the Sub-Section contest 15-20 pts.
  - Participating in the Sectional contest as either an alternate or a contestant 25 pts.
 (Points are awarded at coach's discretion)

## **Drama Activities**

1. 25 points are necessary to secure a letter
  - Earning a Letter in Drama (Theater)
  - To be entitled to a drama pin, a student must earn a total of 25 points in a school sponsored production. Ways to earn points:
    - 1) Participation as an actor/actress
      - 10-15 points for a leading role
      - 8-10 points for a supporting role
      - 5-8 points for a small role
    - 2) Participation in various support crews (set construction, lighting, costumes, make-up, etc.)
      - 5-10 points based on degree of commitment
    - 3) Student Director
      - 10-15 points
    - 4) Member of the orchestra (for musical productions)
      - 10 points

Ways to lose points:

- 1) Frequent unexcused absences from rehearsals or performances
  - -1 point
- 2) Ineligibility at the time of a major performance or contest
  - -2 points for each occurrence

## **2. One-Act Play Contest**

Lead 10 pts.  
 Other Roles 5 pts.  
 Student Director 10 pts.  
 Technical Crew 5-10 pts.  
 Advancing to Regional Contest 10 additional pts.



Outstanding Actor or Actress Award 5 additional pts.

### 3. Three-Act Plays

Lead 10-15 pts.

Other Roles 5-10 pts.

Student Director 10-15 pts.

Stage Manager 10-15 pts.

Technical Director 10-15 pts.

Orchestration 10-15 pts.

Technical Crew 5-10 pts.

(Points are awarded at director's discretion)

When enough points are accumulated, a letter will be awarded. A dramatics emblem is to be awarded at the same time as the letter.

### **Knowledge Bowl**

Letters and emblems shall be awarded on a point basis. Points are earned by attendance at practice, attendance at meets, and achievement at meets. Points will be earned as follows:

Practice Points: Attend a minimum of 80% of the practices 25 points  
Attend between 50% and 79% of the practices 15 points  
Attend less than 50% of the practices 0 points

Meet Points: Attend a minimum of 80 % of the meets 25 points  
Attend between 50% and 79% of the meets 15 points  
Attend less than 50% of the meets 0 points

Excellence points: Place in the top 5 at the region level 20 points  
Place in the top 10 at the region level 15 points  
Place in the top 15 at the region level 10 points  
Place in the top 20 at the region level 5 points

A total of 60 points will earn a letter. Points will carry over to the following year.

### **Visual Arts**

Letters and emblems shall be awarded on a point basis. Points are earned by attendance at practice, attendance at meets, and achievement at meets. Points will be earned as follows:

#### 1. COURSES:

a. Complete four semester courses in the Visual Arts with an exception of a minimum of two courses for graduating classes of ~~2025~~ & 2026

b. Maintain a 3.2 or higher G.P.A. in all Visual Arts classes

## 2. CHARACTER:

- a. Exhibit Respect, Responsibility, Character, and Pride!
- b. Show leadership and kindness to others in the Visual Arts classroom (i.e. class discussions, responsibility of materials, helpful to others)

## 3. COMPETITION:

- a. Exhibit original art work in shows and competitions (2 minimum): this includes but is not limited to the, MSHSL regional or state Visual Arts section 3A, MHS Fine Arts Showcase, Lyon County Fair, Other as approved by advisor.

## **GUIDELINES FOR EXTRACURRICULAR ACTIVITIES**

The eligibility rules of the Minnesota State High School League and those of the Board of Education will apply to all extra-curricular activities at Minneota Junior and Senior High School. All forms necessary for participation must be completed and turned into the high school office prior to the start of scheduled activity.

### I. Extra-Curricular Activities Policy on Truancy

A participant, who is truant or who has an unexcused absence from school will be dealt with on an individual basis by the high school principal and/or activities director based on the length of the truancy or unexcused absence.

Students, who receive detention from teachers for disciplinary reasons and, therefore, miss practice, will fall under the rules imposed by their respective coaches. Information concerning rules for specific activities will be handled as stated in the "Rules and Regulations Manual" regarding student activities.

### II. Extra-Curricular Activities Rules and Regulations

Violations related to MSHSL will fall under the guidelines of the MSHSL. Refer to the MSHSL handout for these guidelines.

### III. Activities not covered by the Minnesota State High School League will fall under district rules/regulations.

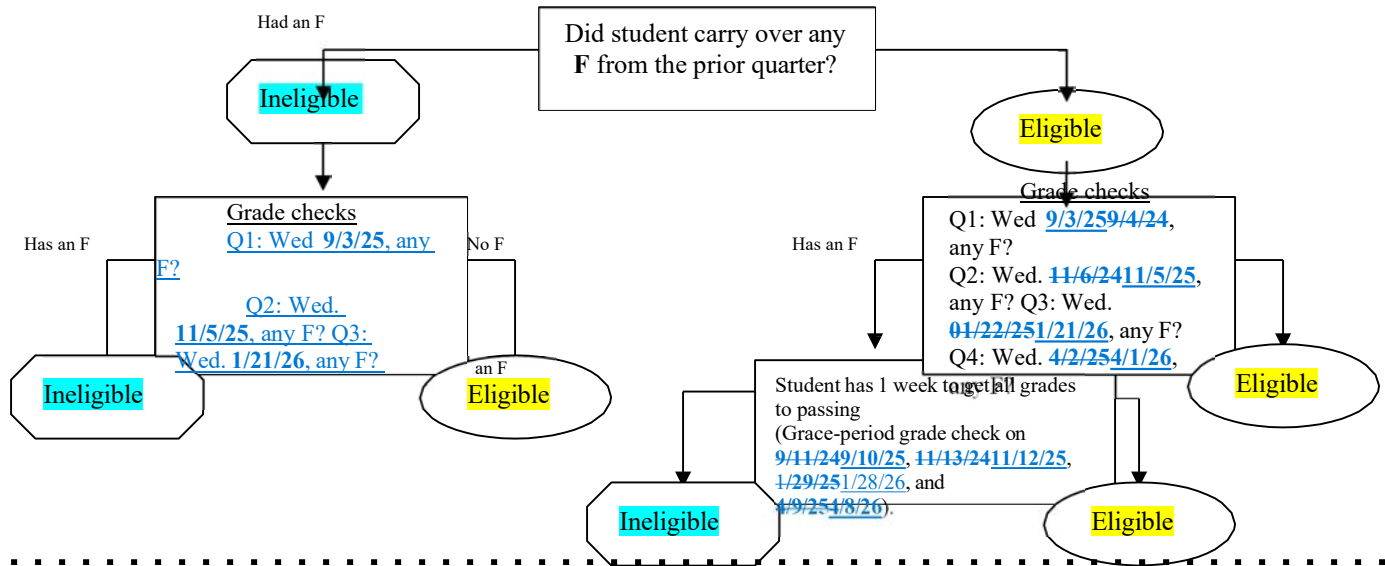
Any student who is involved or will be involved in school sponsored activities, not covered by the Minnesota State High School League, found in violation of the district rules/regulations shall be ineligible for two weeks or one contest/event, whichever is greatest. Consequences for similar violations (i.e. chemical or code of conduct) during the same school year will be cumulative and will be subject to ineligibility for the following

Second violation: 6 events, 3 weeks or 21 calendar days, whichever is longer

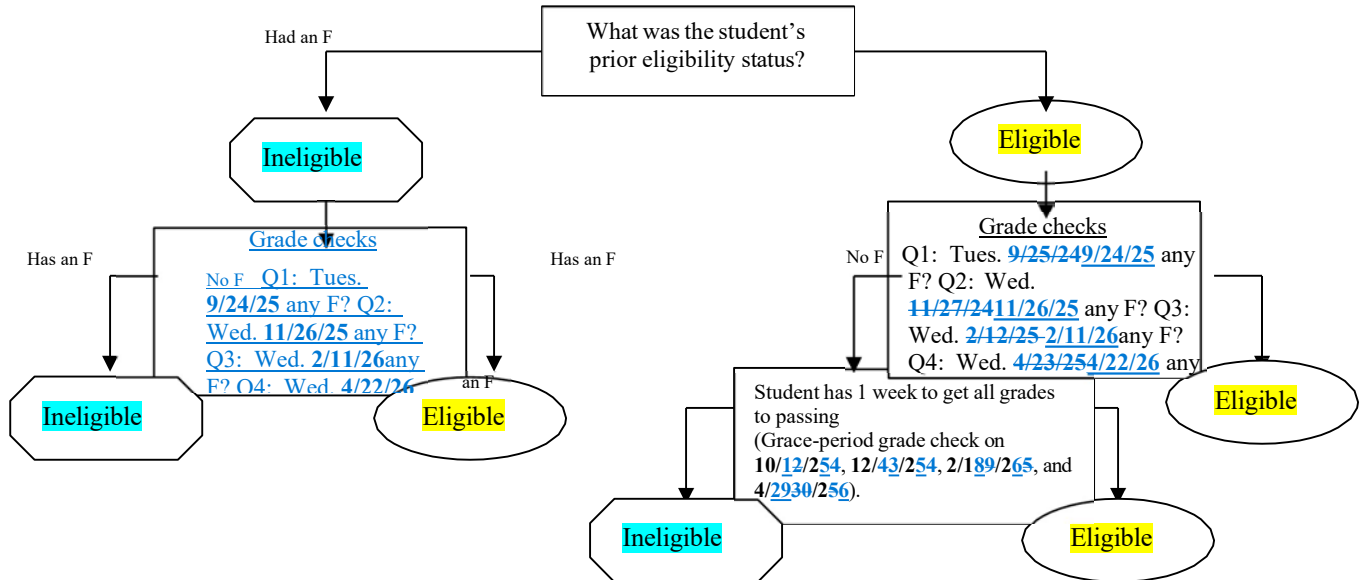
Third violation: 12 events, 4 weeks, or 28 calendar days, whichever is longer

## Minneota High School Academic Eligibility Procedure ~~2024-~~ 20252025-26

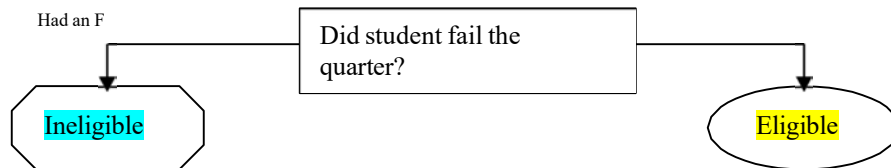
\*Academic Eligibility verification procedure to use for the beginning of a Quarter until week 3 of a Quarter.



\*Academic Eligibility verification procedure to use for week 6 of a quarter.



\*Academic Eligibility verification procedure to use for the end of the Quarter.(Oct 16, Jan 3, Mar 12, May 21)



\*\*Students with disabilities will not be discriminated against. All IEP's are to be followed by the teachers/district\*\*

## **Academic Eligibility**

Student education is the number one priority of Minneota Public Schools. Grade checks and progress toward graduation will be completed by members of the administration according to the flowchart above. All students that participate in activities are subject to grade checks. This includes all public and parochial students, PSEO students, Online students, Home School students and those that participate on a team as part of a co-op agreement.

If a student is ineligible at grade check and has not been ineligible prior to that grade check, they will be given a 1-week grace period to get their grade to a passing mark. If they are not passing at the end of this grace period they will become ineligible. If a student is ineligible at grade check and was ineligible at the check prior, they will be ineligible until the next grade check. If a student is ineligible at the end of the quarter, there is no grace period. The ineligibility will be in effect until the next grace period.

Students that are on grace period are allowed to practice and compete during that week of grace period. Students that are ineligible are allowed to practice but cannot compete in events, travel with the team, dress for events, or sit on the team bench.

## **Conflict Resolution Process**

If participants or parents have concerns, they will need to follow the appropriate chain of command. The appropriate chain is as follows:

1. Participant meets with Team Captains
2. Participant meets with Coaches
3. Participant & Parents meet with Coaches
4. Participant, Parent & Coaches meet with Activities Director
5. Participant, Parent, Coaches & Activities Director meet with High School Principal

As your student becomes involved in the programs at Minneota High School, they will experience some of the most rewarding moments of their lives. However, it is important that they understand that there may also be times when things do not go the way you or your child wishes. At these times, discussion with your child and their coaches is encouraged.

## **Examples of These Situations**

- Treatment of your student, mentally or physically
- Ways to help your student-athlete improve
- Concerns about your student's attitude
- Academic support and possible college opportunities

It is very difficult to accept your student is not playing as much as or in the role you may hope. Coaches/advisors/directors are professionals; they make judgments based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other situations should be left to the discretion of the coach.

## Examples of These Situations

- Team Strategy
- Other student-athletes
- Playing time

## Coach/Parent Conferences

There are situations that may necessitate a conference between the coach and parents. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. The following steps should be followed to help promote resolution.

- Conflicts should first try to be resolved between the student-athlete and the coach. No parent meeting will take place before that happens.
- Parents should call or email the coach to set up a meeting time. Coaches will return calls or emails in a timely fashion.
- Meetings will be held in a professional setting in the school building during school/professional time. If emotions rise to an unreasonable level during the meeting, it will be ended and rescheduled.
- It is inappropriate to approach a coach unscheduled, immediately prior to, during, or at the conclusion of a contest. Meetings of this nature do not promote resolution.
- If, after a good faith attempt to discuss a situation or resolve an issue without reasonable satisfaction, the next step is to call the activities director to discuss the situation.
- If it is deemed that any behavior by parents and/or fans is excessive and out of control consequences may include removal for the competition, suspension from attending 1 or more events or being served with trespass.

Both parenting and coaching are extremely difficult vocations. By understanding each position, we are better able to accept the actions of the other and provide greater benefits to our student -athletes. As a parent, when your student becomes involved in one of our programs, you have a right to understand the expectations put on them. This begins with clear communication from the coaches in charge of each program.

## **Communication Expected from Coaching Staff**

- Philosophy of the coach
- Locations and times of all practices and contests
- Any team rules or requirements
- Discipline policy and anything that might result in the denial of the student's participation

## **Communication Coaches Expect From Parents**

- Concerns expressed directly to the coach
- Notification of any schedule conflict
- Specific concerns with regard to the coaches' philosophy and/or experience.

## **Communication between Parents and Students (not your own child)**

- Parents should not engage in conversation with other students that is degrading to other students or coaches. It also should not solicit requests of the student to circumvent the game strategy or instruction of the coaching staff.
- This form of communication may be considered bullying or harassment of a minor child and will not be tolerated. Appropriate actions will be taken by the school in such instances.

## **Attendance**

Each athletic participant and coach/advisor/director representing Minneota Public School shall dress and conduct himself/herself in such a manner that he/she brings credit to the school and community. In order for a student to participate in a practice, or event, he/she must be signed in by 10:00am if absent due to illness. Any student who leaves school ill after 10:00am for any length of time is not allowed to participate in practices or events.

Exceptions will include dental/medical/legal appointments, family emergencies, funerals, religious instructions and/or school related activities. A note must accompany all appointments from a parent per standard district procedure. The Activities Director or Principal must approve any other exceptions.

### **Additional Team Rules**

Coaches/activity directors shall publish any additional training rules of the squads and file a copy of the training rules with the Principal and Activities Director. Such rules are to be clear, concise, and capable of practical enforcement. If a coach has rules other than those listed in the Manual, a copy must be given to the students, Activities Director, and High School Principal. The School Board must approve these rules.

### **Incriminating Evidence**

If the administration is alerted to Internet sites, photos, or other evidence of a breach in MSHSL rules, an investigation will ensue. Photos of possession (holding tobacco products, drug paraphernalia, or alcoholic beverages) will be treated as a violation.

### **Level of Play**

A student/athlete may only play at one level lower than the highest level that the coaching staff place the student/athlete. Example: If a student/athlete dresses for the varsity team, he/she can only play at the B squad or JV level. If the student/athlete is moved up to a higher level during the season, that level will be considered the “new” highest level.

### **Supervision**

It is the responsibility of the advisor/coach to maintain supervision at all times, with special attention given to this duty, when overnight lodging of participants is required. Only those participants involved directly in the activity are to be allowed at the lodging site, with exception being members of the immediate family.

### **Student Managers**

Student managers are an integral piece of each team/activity. Students that wish to be a team manager must inquire with the coach/advisor of the team about available opportunities. Coaches/advisors will give instructions and duties that they need the student managers to complete at practices and competitions. Student managers are expected to follow all MHS, MSHSL and team rules and are subject to the same consequences as those participating in the activity.

### **Cameras in Locker Room**

Pursuant to MSHSL and Minneota Public Schools rules, the use of cameras in the locker room, bathroom, athletic training room, or other area where students change clothing or where a student’s personal medical/injury status may be disclosed is prohibited. We understand that students may keep a smart phone in their gym locker and play music from it (music that is not profane or offensive) – that this activity is not prohibited. However, the use of cameras in these locations is strictly prohibited. If your child notes an object or action that violates MHS or MSHSL code of conduct, they should notify a coach or school personnel immediately. Violations of this MSHSL policy may include MHS disciplinary steps and or an MSHSL code of conduct violation.

## **Transportation Policy**

Minneota Public School provides transportation from the Minneota Public School to the sponsored activities, and back to the Minneota Public School for all students involved in school sponsored activities. The Ivanhoe School District will be responsible for transporting students to the Minneota Public School, and back to Ivanhoe for Minneota Public School sponsored activities. The shuttle bus is determined by the Ivanhoe Board of Education and is subject to change. Any questions regarding the Ivanhoe Shuttle Bus should be directed to the Ivanhoe School.

All students are to ride on the buses to and from school sponsored activities unless there is a specific and valid reason as to why they will be riding with their parents or an approved adult who is not a student in high school to or from the activity. If this is the case, the parent will submit in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation. [This request must be received by email no later than noon of the day of activity.](#) The high school principal, activities director, or coach who will decide whether to honor such request will review this request. Any changes or cancellations need to be reviewed by the proper personnel.

Parents must talk to the coach and provide a written note when they (parents) are going to provide a ride home for the student. A parent may request that their son or daughter ride home with an approved adult who is not a student in high school. If the student rides home with their parents or an approved adult who is not a high school student, the **Parent** will submit the request to the high school principal, activities director or coach in writing [by noon of the day of competition](#) the reason as to why their son or daughter should be permitted to use this alternate form of transportation and who will be driving. Failure to comply with this policy will result in the student ~~not being permitted to participate in that scheduled activity for that day or the next scheduled competition.~~ [riding the school provided transportation.](#)

Co-op activity transportation. Minneota will provide transportation for our co-op activities held at Canby High School. Students should ride the school provided transportation to and from all practices held in Canby. With parental permission, a student with a valid driver's license may transport themselves to and from practice. [If a student wishes to ride with another student to and from practice both the parents of the student providing the transportation and the parents of the student riding with the student must give written permission to the Activities Director.](#)

Parents must provide written permission to the Activities Director for their child to transport themselves. If a student rides school transportation to Canby for practice, it is expected that they will ride this transportation back to Minneota. If the student will be staying in Canby, parental permission must be provided in writing to the Activities Director prior to ~~3:00pm~~ [12:00pm](#).

[If a student misses the bus to a competition they will not be allowed to transport themselves to the event even with parent permission. A parent may bring them to the competition, however team rules on being allowed to dress, sit on bench or play will be followed. Please note the team bus will not stop at a residence to pick up a student that has missed the bus.](#)

**\*\*School administrators have the ability to exercise discretion regarding the above transportation policy.**

## **Scheduling Procedure for Use of District Facilities**

Any staff member who wishes to use the school building for an organized activity, outside of normal school day, must follow the below procedures:

1. Meet with the Activities Director to discuss proposed activity:

- A. purpose of activity,

- B. scheduled dates and times for use of the school building, i.e. gymnasium, classroom, study hall room, weight room, etc.
- C. staff who will supervise the activity,
- D. ~~A new scheduling service will be in place for the 2024-25 school year. Please talk with the Activities Director for additional information. To register for the Facilities Scheduling Service please select the Facility Scheduling link on the Minneota Public Schools website.~~

## 2. Responsibilities

- A. keep track of all equipment used and make sure it is properly cared for (equipment must be used at school facilities),
- B. properly supervise all activities,
- C. make sure facilities are properly taken care of and cleaned up following activity,
- D. provide documentation of liability and student insurance as deemed necessary.

Note: This would also pertain to activities not sponsored by Minneota Public School District

## **Student Accident Insurance**

STUDENTS ARE REQUIRED TO REPORT ALL ACCIDENTS TO THE OFFICE WITHIN 24 HOURS OF THE OCCURRENCE SO THAT A WRITTEN REPORT CAN BE FILED.

## **Participation Fees and Registration**

All students in grades 7-12 must pay a designated participation fee per activity before they will be allowed to participate in any contests. **The fee must be paid before the first scheduled contest.** If the fee is not paid, the student will not be allowed to compete until the fee is paid. If a student/athlete cannot pay the participation fee, a sliding scale is available by contacting the Activities Director or the District Office. There will be a family cap of \$4~~650~~<sup>50</sup>, Senior High Individual Cap of \$26~~50~~<sup>50</sup> and a Junior High Individual Cap of \$21~~50~~<sup>50</sup>.

~~All students and managers that are participating or assisting in any activity at MHS **MUST** register for that activity. Student managers will need to register for the activity they will be managing for, but they WILL NOT have to pay a fee or submit a physical.~~



Blue Category Activities			Gold Category Activities		
Fall Activities	9-12 Fee	7-8 Fee	Activity	9-12 Fee	7-8 Fee
Cross Country	\$ <del>105.00</del> 110.00	\$ <del>80.00</del> 85.00	Competition Band	\$ 20.00	\$ 10.00
Football	\$ <del>110.00</del> 105.00	\$ <del>85.00</del> 80.00	Competition Vocal	\$ 20.00	\$ 10.00
Volleyball	\$ <del>110.00</del> 105.00	\$ <del>85.00</del> 80.00	Speech	\$ 60.00	\$ 30.00
Winter Activities	9-12 Fee	7-8 Fee	Robotics	\$ 60.00	\$ 30.00
Basketball	\$ <del>110.00</del> 105.00	\$ <del>85.00</del> 80.00	FCCLA	\$ 60.00	\$ 30.00
Dance	\$ <del>110.00</del> 105.00	\$ <del>85.00</del> 80.00	FFA	\$ 60.00	\$ 30.00
Wrestling	\$ <del>110.00</del> 105.00	\$ <del>85.00</del> 80.00	Knowledge Bowl	\$ 50.00	\$ 25.00
Hockey	\$ <del>110.00</del> 105.00	\$ <del>85.00</del> 80.00	Math Counts	\$ 50.00	\$ 25.00
Spring Activities	9-12 Fee	7-8 Fee	MSHSL Visual Arts	\$ 50.00	\$ 25.00
Baseball	\$ <del>110.00</del> 105.00	\$ <del>85.00</del> 80.00	Fall Musical/Play	\$ 60.00	\$ 30.00
Golf	\$ <del>110.00</del> 105.00	\$ <del>85.00</del> 80.00	One-Act Play	\$ 60.00	\$ 30.00
Softball	\$ <del>110.00</del> 105.00	\$ <del>85.00</del> 80.00	Clay Target	\$ 60.00	\$ 30.00
Track	\$ <del>110.00</del> 105.00	\$ <del>85.00</del> 80.00			
Free-Meal students pay 25% of the Activity Fee					
Reduced-Meal students pay 50% of the Activity Fee					
Individual Cap/Maximum is \$21 <del>50</del> for Junior High & \$26 <del>50</del> for Senior High					
Family Cap/Maximum is \$4 <del>60</del> 50					

\*\*\*Free & Reduced Rates Determined by submission of Free & Reduced forms

## **Reimbursements**

If a student-athlete has paid their participation fee and then decides to quit the activity during the two-week pre-season practice time, they will be reimbursed 100% of the participation fee. If you cancel out of an athletic/fine arts activity, notification must be given to both the Activities Director and the coach prior to the start of the first official contest/game to be given a full refund.

Once the activity has had its first official contest/game, you will not be eligible to receive a full or partial refund. If cancellation is due to an injury, please contact the Activities Director at 507-872-6532 ext.1141. A doctor's note will be needed to have on record. Refunds due to injury will be handled on a per-case basis.

## **Injuries/Illness**

If a student has an injury or illness that requires surgery, hospitalization, concussion or other health issue that requires extended care and note of clearance to participate must be received by the Activities Director. This note of clearance must come from the primary doctor of record for the injury/illness. In the case of concussion, this clearance must be received from the partner doctors of our Athletic Training Provider.

## **Air Quality Guidelines**

### **BACKGROUND / AQI / WILDFIRES**

Increasing incidence of wildfires and other pollutants affecting air quality have led institutions to attempt to determine when and where it is safe for practice and competition in athletics. There is currently little medical, or data driven guidance for participation in athletics. Furthermore, in competitions there is the added concern of safety for spectators, officials and working personnel.

The air quality index (AQI) is a nationally uniform index promulgated by the Environmental Protection Agency (EPA) for reporting and forecasting daily air quality across the country. It is used to report information about the most common ambient air pollutants, including particulate matter (PM2.5 or PM10) and ozone. The AQI uses a normalized scale from 0 to 500 and provides associated health-based descriptors for each category; it is based on a full 24 hours of data.

Air quality conditions can change rapidly, especially when air quality is affected by smoke from wildfires. In addition, air quality conditions can vary significantly from specific locale to specific locale and a general AQI for a region, metropolitan area or local area may not accurately reflect air quality at a specific athletic venue within or adjacent to those areas.

The AQI was developed for people living and working in an area with poor air quality and not specifically for those participating in athletic activity. Short-term exposure to temporarily poor air quality may primarily be of risk to those with underlying health conditions and is of unknown risk for healthy individuals. Poor air quality may be more concerning in highly polluted areas with chronic poor air quality compared to short-term exposure associated with wildfires. As a result, duration of exposure, type of exercise, as well as anticipated air quality over a period of time should be factored into athletic participation decisions.

Whenever there are concerns about air quality related to the health and safety of student-athletes during practices or competitions, the AirNow tool provided by the US Environmental Protection Agency is the primary tool to be used to make decisions about the efficacy of outdoor physical activity. AirNow.Gov is a multi-agency web site operated by the EPA that reports air quality using the AQI and estimates the air quality for each hour within a given region. Although AirNow.Gov does not provide venue specific air quality readings, using AirNow.Gov to obtain AQI and particulate matter information can be helpful in providing estimates for a specific venue and educating the public about current conditions. The Air Quality Index (AQI) is a color-coded index informing users about the quality of the air and its relationship to health.

There is a direct link of increased health risk for asthmatics as well as others with cardiac conditions such as heart attacks, strokes, and irregular cardiac rhythms when engaging in physical activity with poor air quality. It is the responsibility of the host athletic trainer to determine when an event should be suspended and when it is safe to return to play as the result of air quality concerns. There are three reasons why otherwise healthy athletes are at special risk for inhaling pollutants. First, as physical activity increases minute ventilation, the number of pollutants that are inhaled relative to when the athlete is at rest increases. Second, during activity, a larger proportion of air is inhaled through the mouth, which bypasses the body's built-in nasal filtration system. Third, pollutants are inhaled more deeply and may diffuse into the bloodstream more quickly during

physical activity. These risks are heightened in athletes with pre-existing pulmonary or cardiac conditions

**1. When the AQI is between 101 – 150**, student-athletes with preexisting conditions affecting their cardiac or respiratory systems should be closely monitored by the athletic trainer. If there are any signs or symptoms of distress, the student-athlete is to be pulled from the practice/competition. Practices should decrease in both duration and intensity. Practices should not be longer in duration than 2hrs. Rest breaks and substitutions should be utilized to decrease breathing rate when possible. General air quality warnings need to be provided to the spectators, guests, and coaches at the venue describing the risk of prolonged exposure to poor air quality.

**2. When the AQI is at 151 – 200**, student-athletes with preexisting medical conditions should be removed from participation, as the air quality is unhealthy. Some members of the general public may experience adverse health effects, and those participants from sensitive groups (respiratory and cardiac preexisting conditions) may experience more serious health effects. At this rating practices should not last longer than 90min. Rest breaks and substitutions should be utilized to decrease breathing rate. No conditioning or fitness testing should be done outside. If possible, practice should be moved inside. General air quality warnings should be provided to the spectators, guests, and coaches at the venue describing the risk of prolonged exposure to poor air quality.

**3. When the AQI is at 201 or greater**, outdoor physical activity should be discontinued as the rating is very unhealthy; meaning that a health alert is in effect and there is increased risk of adverse health effects for everyone. General air quality warnings should be provided to the spectators, guest, and coaches at the venue describing the risk of prolonged exposure to poor air quality. When the AQI drops below 200 and the forecast indicates that weather patterns are favorable for the air quality to remain below that threshold, return to play is permissible.

**Air Quality Index Chart Link: <https://airnow.gov/index> AQI Basics for Ozone and Particle Pollution**

Daily AQI Color	Air Quality Index	Visibility	Description of Air Quality	Activity Modifications
Good Green	0 to 50	15 miles and up	Air quality is satisfactory, and air pollution poses little or no risk	None. Athletes' w/asthma should keep inhalers at hand and pretreat before exercise as directed by their healthcare provider.
Moderate Yellow	51 to 100	8 to 14 miles	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.	Athletes' w/asthma should keep inhalers at hand and pretreat before exercise as directed by their healthcare provider. All athletes' w/respiratory illness should limit outdoor activity, monitor symptoms and reduce/cease activities.
Unhealthy for Sensitive Groups Orange	101 to 150	3 to 7 miles	Members of sensitive groups may experience health effects. The general public is less likely to be affected.	Consider postponing/delaying/relocating events, especially high exertion sports (i.e. soccer, cross-country). Activities over 2hrs should decrease in intensity and duration. Add rest breaks or substitutions to lower breathing rates.
Unhealthy Red	151 to 200	1.5 miles to 2.5 miles	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects	Consider postponing/delaying/relocating events, especially high exertion sports (i.e. soccer, cross-country). Activities over 90 min should decrease in intensity and duration. No intense conditioning/fitness should be done outdoors. Add rest breaks or substitutions to lower breathing rates. If possible, move practices/events indoors.
Very Unhealthy Purple	201 to 300	1 mile	Health alert: The risk of health effects is increased for everyone.	Postpone/delay/relocate outdoor sport events. Move all practices indoors.
Hazardous Maroon	301 and higher	> 1 mile	Health warning of emergency conditions: everyone is more likely to be affected.	Cancel all outdoor events or relocate to another site.
<b>Note:</b> Values above 500 are considered beyond the AQI. Follow recommendations for the "Hazardous category." Additional information on reducing exposure to extremely high levels of particle pollution is available <a href="#">here</a> .				

**Forms**

All mandatory forms must be turned in by the first scheduled practice. If the forms are not turned in by the first practice, the student will not participate. This includes registration for activities. If a student is not registered for the activity they are participating in, they will not be allowed to participate until they are registered. Students participating in all Blue Category Activities must have a valid physical on file every 3 years. Activity fees must be paid prior to the first competition. If fees are not paid, the student will not be allowed to participate.

**Infractions**

All infractions, whether by an employee or student of Minneota Public Schools, will be governed by the Minnesota State High School League Policies, Minneota High School, and at the discretion of the Minneota school administration.

**MSHSL ByLaws**

Minneota High School will follow all rules as outlined in the MSHSL ByLaws.

**Playing Time Guidelines**

Minneota School District encourages all students to participate in any extra-curricular programs offered by the district. The district will do all it can to provide staff, equipment, and facilities for these programs. Coaches,

students and parents need to understand that there can sometimes be limitations and restrictions to the amount and level of participation that can be made available to the student.

Playing time is a concern for parents and players. Our coaches recognize the value of game experience in the development of players and will make efforts to provide that experience. In order for a student to learn the value of hard work, cooperation, and teamwork, the playing time of a participant will be based on many factors as listed below, and assuming all other team rules are being followed. Playing time is recognized as a coach's decision and based on a player's:

- Attendance at practice
- Performance at practices and in competitive situations
- Attitude
- Effort
- Commitment to the team
- Player/situational match-ups

Junior High (grades 7 and 8): This is an age where exploration of the activity occurs, and fundamental skills are emphasized. While playing time will be provided for every participant, practice also plays a very significant role in the overall development of a player. Skill development, introduction to competition, and teamwork are the emphasis, while winning is a secondary goal.

C squad: Participation and individual development for all students remain the focus of the activity, but now winning will not necessarily be sacrificed so everyone can have playing time. The coach is now charged with the beginning stages of developing those who have worked hard, shown exceptional skill, and have dedicated themselves to that activity. However, the coach will still see that everyone gets some meaningful playing time throughout the course of the season. Skill development, fundamentals, sport concepts and teamwork are emphasized.

B-squad/JV: Consisting of a wide range of grade levels, the main objective of participation here is to continue development of those participants who have worked to improve their skills, while providing student athletes with opportunities to achieve success at the varsity level. While all members of the team will continue to be seen as “developing”, and continue to receive some playing time, the amount of playing time at this level will be weighted toward those who are more skilled and developed as deemed by the coaching staff in accordance with the Playing Time Guidelines above. Teamwork and skill development continue to be the emphasis.

Varsity: The goal of the varsity squad is to provide the most competitive team possible to represent Minneota High School, while adhering to the principles of sportsmanship, teamwork and cooperation. This will consistently mean playing the best available athletes within roles designed by the coach to produce the most success possible for the team. Playing time will be given to those who will help the team attain these objectives. In situations where an individual may not understand why playing time is limited, the coach is expected to explain, upon request, what will be necessary in order for playing time to increase. Everyone must remember that this is competitive interscholastic athletics and that the amount of playing time will not be guaranteed.

### MSHSL 9<sup>th</sup> Grade Governance

Starting with the 2025-26 school year the MSHSL Board of Directors and member schools have approved the inclusion of 9<sup>th</sup> grade students under the umbrella of the MSHSL. What does this change mean?

- Students in 9<sup>th</sup> grade are now considered High School participants and are subject to all rules and regulations of the MSHSL.
- Students in 7/8<sup>th</sup> grade cannot participate in more than 1 event versus a team of 9<sup>th</sup> grade and up students and continue to participate at the Junior High level.
- Students wishing to open enroll and participate in an activity without MSHSL penalty must do so by the end of their 8<sup>th</sup> grade year in order to be immediately eligible. This does not apply if a student is moving into the district at any point.

## **Tips on Being a Good Activities Parent**

### **Support Coaches/Directors**

Be supportive and positive of coaches/directors in front of your children.

### **Teach Respect for Authority**

There will certainly be times when you disagree with a coach or official, but remember, they are trying their best to be fair. Show good sportsmanship by staying positive.

### **Open Communication/Dialogue**

If there are concerns regarding a situation with a team or staff member, it is imperative that these concerns be addressed first and foremost with the coaches. Student participants must be involved in these discussions as well. There cannot be understanding or potential for change to occur if there is not communication. This should take place in a calm manner, in a professional setting and it is important that the student is present to avoid misunderstandings or misinterpretations of any circumstances or situations.

### **Reinforce Lessons Being Learned**

The coaching staff is teaching while your child is on the court, field, stage, or at contest but you can help by reinforcing things like sportsmanship, and how to deal with success and failure after practices and contests. Help us teach character and the life skills that athletics develop.

### **Learn Through Failure**

It is often said that failure is the best teacher. Help your kids cope with failure in a constructive way. It is okay to be disappointed, but keep the big picture in mind.

### **Get to Know the Coach/Advisor/Director**

Coaches/Advisors/Directors are powerful influences on your kids, so take time to get to know them. Attend any preseason meetings to get to know the coaches'/directors' philosophy, expectations, and background.

### **Your Child is an Individual**

Focus on what your child does well as well as areas they need to improve. Do not compare the progress or success of other athletes.

### **Stay Rational**

Always listen to your child, but remember to stay rational until you have investigated the situation. Remember, there is always another side to the story.

### **Be a Role Model**

Take a good, honest look at your actions and reactions during games, performances, and contests. You have a huge impact on how your student will react to the same situations.

**Show Unconditional Love**

Make sure your kids know you love them, win or lose.

**202~~5~~4-202~~6~~5 BUS RULES AND  
REGULATIONS  
MINNEOTA PUBLIC SCHOOLS**



MINNEOTA PUBLIC SCHOOLS  
504 N MONROE  
MINNEOTA, MN 56264  
[WWW.MINNEOTASCHOOLS.ORG](http://WWW.MINNEOTASCHOOLS.ORG)



# INDEPENDENT SCHOOL DISTRICT #414

## MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264

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August 2025~~4~~

Viking Families and Students:

Welcome to the 2025~~4~~-2026~~5~~ school year! Minneota Public Schools and 4.0 Bus Service strive to provide safe and efficient school bus transportation to and from school and for various activities. We are both excited to continue our work together to provide safe and reliable transportation to and from school and school events.

It is necessary to have rules and regulations to protect each student's welfare and to share those rules with students and families. Every child, regardless of age, has a responsibility to follow these rules. They should realize that carelessness, thoughtlessness, or misconduct can cause injury to themselves or their fellow passengers.

Please review the safety rules listed below with your child.

- I. Only students and staff assigned to a school bus by the school authority may be transported.
- II. If your child wishes to ride on another bus to get off at a friend's home, they must present a note to their respective Principal (or their designee) in advance for permission before getting on that bus.
- III. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
- IV. Conduct on School Buses and Consequences for Misbehavior  
Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

The consequences for school bus/bus stop misconduct will be imposed by 4.0 Bus Service, a Principal or school administrator, and/or the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

# **INDEPENDENT SCHOOL DISTRICT #414**

## **MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264**

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### **A. School Bus and Bus Stop Rules**

The 4.0 Bus Service and the school district school bus safety rules are to be posted on every bus. The Bus Service's and school district's discipline procedures must be followed if these rules are broken. In most circumstances, the consequences are progressive and may include suspension of bus privileges. The school bus driver must report unacceptable behavior to the 4.0 Bus Service manager.

### **B. Rules at the Bus Stop**

1. Get to your bus stop [at least] 3 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. Do not fight, harass, intimidate, or engage in horseplay.
10. Do not use alcohol, tobacco, or drugs.
11. Follow all other School District policies.

### **C. Rules on the Bus**

1. Immediately follow the directions the driver gives.
2. Sit in your seat, facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. Do not fight, harass, intimidate, or engage in horseplay.
7. Do not throw any objects.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Eating or drinking on the bus is left to the bus driver's discretion.
12. Follow all other School District policies.

# INDEPENDENT SCHOOL DISTRICT #414

## MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264

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### D. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes, co-curricular events, and extracurricular events (field trips or competitions). Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. All decisions are made by 4.0 Bus Service in conjunction with the school district.

#### Consequences for PreK-12 Students

1st offense	Warning & parent notification.
2nd offense	Up to a 3 school-day suspension from riding the bus & parent notification.
3rd offense	Up to a 5 school-day suspension from riding the bus & parent notification.
Further offenses	Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

#### 1. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

#### 2. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law. Records may also be maintained in the transportation office.

#### 3. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay for such damages ~~{~~or make arrangements to pay~~}~~ within two weeks may result in the loss of bus privileges until paid.

**INDEPENDENT SCHOOL DISTRICT #414**  
**MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264**

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4. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

5. Criminal Conduct

In cases involving criminal conduct (for example: assault, weapons possession, or vandalism), the appropriate school district personal and local law enforcement officials will be informed.

**INDEPENDENT SCHOOL DISTRICT #414**  
**MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264**

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**School Late Starts and School Closing Procedures**

Delaying or closing school because of bad weather is a decision that is often made with short notice to students, parents, and staff, although I try to inform everyone as soon as a decision has been made. I have found that a late start due to fog or limited visibility is one of the more difficult decisions, as fog and limited visibility can be spotty or move in after buses are sent out. For me, these decisions are based on common sense, and I make decisions focused on the safety of our students, staff, and families.

Given the weather conditions when school is open, parents may not want to send their child on the bus – while we always want your child in school, we also respect parents' right to keep their child/ren home. We utilize SchoolMessenger as the initial contact with families when there is an early dismissal, late start, or school is cancelled for the day. Additionally, a list of radio/TV stations that the school contacts are noted in student handbooks.

Several tasks occur before deciding to either delay or close school. Depending on weather and road conditions, the decision on a late start or close for the day is made as early as possible, typically before 6:00 a.m. It is possible that the weather will dictate a variation.

If we proceed with a late start, the decision to remain closed or open two hours late is made as early as possible, typically around 8:00 a.m. **Breakfast [free to all students] is still served when school is on a two-hour late start. Morning school activities and field trips will be canceled or rescheduled for another day.**

**All school activities, practices, and community education events are canceled if school is closed early or canceled for the day.** The Activities Director may make exceptions, in consultation with other school staff and administration.

Once the decision is made to close early, radio/TV stations will be notified, and an announcement is made through SchoolMessenger that the school will be closing, including the time buses will leave. Both staff and students should have an alternate place to stay if the weather does not permit them to go home.

Given the use of cell phones, word travels quickly on school day changes which sometimes is helpful and other times causes confusion. School closing procedures allow staff to have an orderly process for getting the students home safely.

My first priority continues to be the safety and well-being of our students, staff, bus drivers, and families. For questions, please reach out to the elementary, high school, or district office.

In education,



Scott Monson  
Superintendent

[scott.monson@minneotaschools.org](mailto:scott.monson@minneotaschools.org)  
507-872-6175

# Minneota Elementary

## 20254-20265

### Student/Family Handbook



Honor. Respect. High Expectations.

Scott Monson, Superintendent  
Heather Anderson, High School Principal  
Nicolle Johnston, Elementary Principal  
Patty Myrvik, Activities Director

504 N. Monroe  
Minneota, MN 56264

<https://www.minneotaschools.org/>

Welcome to Minneota Elementary!

We are delighted that you have chosen Minneota Elementary for your child's education! We value your commitment, advocacy and involvement in your child's education. We look forward to building a partnership with you to achieve the end goal of your child mastering the grade-level standards and showing maturity, independence, and confidence.

We are committed to providing your child with a safe, enriching, and exciting school experience. We believe that every child can learn, and that it is our responsibility to guide students as they learn, grow, and reach academic success.

We look forward to a fantastic school year! Together we can make a positive difference for all our students.

<b>ADMINISTRATION</b> Nicolle Johnston, Elementary Principal/Curriculum <a href="#">Coordinator</a> 507.872.6122 EX 1160	<b>FRONT OFFICE</b> Shannon Sorensen, Elementary Administrative Assistant Allyson Breyfogle, Secondary Administrative Assistant Sandy Minnehan, Administrative Assistant
<b>Preschool</b> Melinda Stiklestad – 4s and ECFE Coordinator Caitlyn Sonnenburg – 3s and 4s	<b>Early Childhood Special Education</b> Hollie Thompson
<b>KINDERGARTEN</b> Jessica Bradley Karen Dalager	<b>GRADE 1</b> Kristy Schumacher Larissa Damm
<b>GRADE 2</b> Sue Buysse – Reading, Social Studies, and Science Diane Gillingham – Math, Social Studies, and Science	<b>GRADE 3</b> Sarah Stassen – Math and Science Heather Webskowski – Reading and Social Studies
<b>GRADE 4</b> Kim Gades – Reading and Social Studies Jared Josephson – Math and Science	<b>GRADES 5 &amp; 6</b> Shelby Domeier (6) Reading Kaley Buysse (6) Math Keven Larson (5) Science Erin Walerius (5) Social Studies
<b>MUSIC</b> Jay Knutson – Grades K-5	<b>Grades 5 &amp; 6 BAND / Grade 6 Music</b> John Voit
<b>PHYSICAL EDUCATION</b> Emily Hennen – Grades K-5 and DAPE Joel Skillings – Grade 6	<b>ART</b> <a href="#">Thalia Reis</a> <del>Kennar Louwagie</del>
<b>TITLE 1</b> Sherri Schultze – Reading	<b>SCHOOL SOCIAL WORKER</b> Tiffany Johnson
<b>SPECIAL EDUCATION</b> Cindy Van Keulen – Grades 1-4 Taylor Niska – Grades 4-7	<b>ESL</b> Stephanie Guza
<b>Technology for Grades 4-6</b> David Moriarty	<b>School Nurses</b> Sara Gorecki Whitney Muhl

If you'd like to contact any staff member via email, use the following template:

[firstname.lastname@minneotaschools.org](mailto:firstname.lastname@minneotaschools.org)

## **ACHIEVEMENT**

Aside from feeling safe and happy while at school, academic achievement is our number one priority for your child while they attend Minneota Elementary. We know that student achievement and success link directly to home and school relationships. We strive to communicate with our student's parents and guardians regularly about your child's performance regarding the content-specific standards they are learning and the other factors contributing to school success – focus, persistence, and drive.

It is imperative that Minneota Elementary families feel welcomed and are engaged with the school's curriculum, assessments, and events. Our collaboration with you will ensure that your child will be successful in school both academically and socially.

## **ANIMALS IN SCHOOL**

Due to student and staff allergies, animals are only allowed on school property under specified circumstances. Parents' initial contact should be made with the classroom teacher, who will contact the building principal or school nurse before allowing the child to bring in an animal. A release form must be filled out and approved before the animal will be allowed on school property. The release form (Figure B) is included at the end of this document.

## **APPEAL AND GRIEVANCES PROCEDURE**

Parental or staff requests for modification of any policies outlined in this document may be orally presented to the principal or superintendent at their respective offices. If an agreement is not reached by this means, an application for modification of a policy provision may be made in writing to the Board of Education for consideration at its next monthly meeting.

When a party is aggrieved, the appeal procedure shall be the same as for policy modification. The Chairperson may call special meetings of the Board of Education.

## **ASBESTOS MANAGEMENT PLAN**

Minneota Public Schools has on file a complete and updated Management Plan dealing with Asbestos Containing Building Materials (ACBM) within the School District's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 a.m. to 3:00 p.m. in the District Office. Copies of the management plan are available from the District for nominal cost.

As required by Federal law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. A comprehensive inspection is conducted every three years. Concerns identified from these inspections are remedied by professional asbestos abatement contractors in a timely manner. The remaining asbestos in the district buildings will remain unless its condition deteriorates or it becomes necessary due to renovation. Minneota Public Schools also contracts with the Southwest/West Central Service



Cooperative and IEA to provide environmental consulting services. If you have any questions or concerns, please address them with Les Engler, Director of Buildings and Grounds.

## ATTENDANCE

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

When an illness or family obligation necessitates a student's absence, we ask that parents call the elementary school office (507-872-6122) before the start of the school day (8:10), leave a message using the school's voicemail or send an email to Shannon Sorensen, Elementary Administrative Assistant, at [shannon.sorensen@minneotaschools.org](mailto:shannon.sorensen@minneotaschools.org). If the school is not notified of an absence, school personnel will call the parent to confirm the reason for the absence.

### Tardiness/Absences

The following guidelines will be used throughout the school year:

- *Tardy* – any student who arrives after 8:10 AM but before 10:00 AM
- *Unexcused Tardy* – students who come late to school without a note or parent contact. Without a proper excuse, cumulative tardiness to school will result in disciplinary action or a report submitted to Southwest Health and Human Services.
- *Morning absence* – students coming after 10:00 AM are considered absent for the AM
- *Afternoon absence* – students leaving after morning attendance but before 1:00 PM are considered absent for the PM

Students cannot leave the school grounds during the day without prior approval from school personnel. Failure to receive this approval will result in loss of recess time, after-school detention, or the local law enforcement being contacted. The parents will also be notified.

### Support For Student Attendance

We follow district approved attendance procedures. Student attendance will be reviewed on a weekly basis to identify and problem-solve attendance issues. This review also includes possible intervention any time a student is absent **three or more days** in one month (excused or unexcused).

### Excessive Absences

Any student with a total of 7 (excused or unexcused) absences and tardies may be required to provide verification from a doctor or therapist.

[PLEASE REFER TO POLICY #503](#)

## AWARDS

Each month we will gather to celebrate students being recognized for showing Viking Valor – acting with Honor, showing Respect, and meeting High Expectations.

Monthly recognition will be given to students in the following ways:

- Viking Valor Slips – 10 slips drawn to spin for a prize (See Viking Valor)
- Student of the Month – one per grade

An award for perfect attendance will be given out at the end of the year.

## **BICYCLE—SCOOTER—ROLLERBLADE—SKATEBOARD—RIPSTICK RULES**

Children may ride their bicycles to school and must follow all rules and regulations the state of MN sets. Children must walk their bicycles onto the school grounds and store them in the provided bike racks. The bike racks will be off-limits to students during the school day.

Scooters, rollerblades, skateboards, and rip sticks are prohibited on school property or crosswalks.

## **BREAKFAST & LUNCH**

The elementary school offers one free daily breakfast and lunch program to its students.

Breakfast is served between 7:45 AM and 8:00 AM. All students are expected to be in their classrooms by 8:10 AM.

Lunch times vary by grade level. Students will be notified of their lunch time on the first day of school. Students may bring a prepared lunch from home if they choose to.

Prices:

- Elementary Student Breakfast - \$2.00 / Adult Breakfast - \$3.30
- Elementary Student Lunch - \$3.10 / Adult Lunch - \$5.00
- Extra Milk - \$0.40

## **BULLYING**

Minneota Elementary will not tolerate bullying from students or staff toward victims and consequences will be enforced (see discipline matrix below). Minneota Elementary is committed to providing every student with a safe and supportive learning environment.

The following definitions were copied from the National Center Against Bullying:

“Bullying is a deliberate misuse of power in relationships through repeated verbal, physical, and social behavior that intends to cause physical, social, or psychological harm. It can involve an individual or a group misusing their power, or perceived control, over one or more persons who feel unable to stop it from happening.”

Bullying can happen in person or online, via various digital platforms and devices, and can be obvious (overt) or hidden (covert). Behaviors are considered bullying when it is repeated over time.

Bullying of any form or for any reason can have immediate and long-term effects on those involved, including bystanders. Single incidents and fights between equals, whether in person or online, are not defined as bullying. Bullying is not:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements, or fights.

For more detailed information, please refer to the school district's bullying policy linked below:

[POLICY #514](#)

## **BUS TRANSPORTATION**

Riding the school bus is a privilege and not a right. We are committed to transporting every student safely. To accomplish this, student bus riders are expected to follow the bus safety rules.

The responsibility of a school bus driver is great. Children whose behavior jeopardizes the safety of others by distracting the driver may lose the privilege of riding. Suppose a child is disruptive on the bus to the degree that such behavior poses a threat or hazard to the safety of the other riders or distracts the bus driver from safely operating the bus. In that case, the bus driver will inform the administrator. The administrator will meet with the child involved in the infraction and warn the child that the subsequent violation could mean removal from the bus for up to one school week. Parents will be informed of the offense by the building administrator. Serious misconduct may be reported to local law enforcement.

Please review the bus riding policy that was sent home prior to the start of the school year. Please also take some time to discuss the need for good bus behavior. Your support in getting this message to your children is appreciated.

Students will not be allowed to alter their regular transportation without written or verbal permission from their parents. The student should bring this note to their classroom teacher in the morning.

## **CALENDAR**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found below and on the school district's website at <https://www.minneotaschools.org>

## **CELL PHONES/ELECTRONIC DEVICES**

In order to support a focused and respectful learning environment, ~~Cell phones and ,or other electronic devices~~Smartwatches, will not be allowed in any elementary classrooms during the instructional day, unless the classroom teacher gives permission. ~~Kindles, iPads, and other electronic devices may be used for educational purposes at the teacher's discretion.~~ These devices should be kept in lockers; however, the school district is not responsible for any lost or stolen items. Cell phones and Smartwatches are not allowed during recess or lunch.

First Violation: Student receives a verbal reminder, the device is kept in the principal's office and returned at the end of the day, and parents are contacted.

Second Violation: The device is kept in the principal's office and parents are notified to pick up the device after school. ~~If students are caught with the items listed above, they will be taken away and returned at the end of the school day. If students are caught with these items another time, the items will be kept in the principal's office and returned at a time agreed upon by the principal and the student's parents.~~

Third Violation: Conference with student, parent, and principal with the possibility of restriction of device from school.

In the event of an emergency, families should call the school office. Students are not permitted to use personal devices to contact parents during the day.

~~Cell phones are not allowed during recess or lunch.~~

## **COMMUNICABLE DISEASES-MINIMUM REGULATIONS**

### **IS MY CHILD WELL ENOUGH TO GO TO SCHOOL?**

We ask that you please keep your child home if they:

- have had an oral temperature of 100 degrees fahrenheit or higher in the past 24 hours.
- have vomited two or more times in the past 24 hours.
- have diarrhea or not feeling well combined with frequent trips to the bathroom.
- have a rash with an unknown cause; see healthcare provider
- have an illness that prevents them from participating in routine activities.

### **Attendance rules for common communicable diseases**

Parents are asked NOT to send their children to school when sick. Not only can they not function appropriately when feeling poorly, but they will also expose other children to an infectious disease. Parents are asked to immediately notify the school nurse/office if their child contracts any contagious diseases listed below to prevent further outbreaks.

Fever: Students will be excluded from school if their temperature is 100 degrees or more. Before returning to school, students must be fever-free for 24 hours without using fever-reducing agents (Tylenol, Advil/Motrin, etc.).

Colds: Students should be excluded from school (especially younger children) for the one or two days they feel the illest (earache, sore throat, runny nose, watery eyes, fever, etc.).

Influenza: Students with Influenza A or B should be excluded from school immediately. Please notify the school nurse/office if your child has influenza-like symptoms, including a fever, cough, or sore throat. Students should not return until the fever has been gone for 24 hours.

Pink Eye: Students must be excluded if thick white or yellow drainage, redness of the eye, and eye pain. Your child may return after being examined by their health care provider and approved to return with a note from them

Fifth's Disease: Call the school nurse or office if your child has been diagnosed with Fifth's Disease. Students do not need to stay home from school if a health care provider rules out other rash-causing illnesses. Persons with the fifth's disease are unlikely to be contagious once the rash appears.

Chicken Pox: Students with chickenpox must be excluded from school until ALL blisters have dried into scabs. This is usually about six days after the rash begins. (Notify the school nurse/office immediately.)

Impetigo: Students with impetigo are to be excluded from school immediately. Your child may return after being examined by their healthcare provider and 24 hours after treatment has started. It is recommended to cover lesions. Please notify the school nurse/office if the healthcare provider made a diagnosis.

Scabies: Students will be excluded from school immediately. Your child may return after being examined by their healthcare provider, having been on treatment for 24 hours, and have a note from the healthcare provider with approval to return to school. Please notify the school nurse/office.

Ringworm: The infected child will be excluded from school until their healthcare provider has examined them and treatment has been started. Any child with ringworm should not participate in gym and other close contact activities that are likely to expose others if the lesions cannot be fully covered or until 72 hours after treatment. Please notify the school nurse/office.

Rashes: Students will be excluded from school immediately when they have an undiagnosed rash or rash attributable to a contagious illness or condition. Some rashes are highly infectious (such as measles, if measles is suspected, consult your physician immediately). Notify the school nurse/office with questions.

Strep Throat: Students with strep throat should be excluded from school until at least 24 hours after antibiotic treatment has begun and the fever is gone.

Head Lice: Students with head lice will be excluded from school immediately. Any student with live lice or nits must be treated with approved methods (discuss with school nurse). If head

lice are found at home, please immediately notify the school nurse/office so other students may be observed for head lice and treated if needed. See Head Lice Policy below.

**\*Whenever you have a question about your child's health, please get in touch with the school nurse or physician.**

## HEAD LICE POLICY

Head lice are a common problem in elementary school settings. At Minneota Elementary, we do our best to take preventative measures to keep the number of cases to a minimum. Many common-sense strategies can be taught and reinforced throughout the year to help eliminate this problem. Some include teaching students to keep their hands out of other people's hair and not sharing combs or hats. This list is not exhaustive. The school nurse has more information on this topic if you want to learn more.

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please get in touch with your child's teacher or the school nurse to be treated so that others who may have it can be treated. A trained staff person may check if a student shows signs of head lice.

1. The first case of head lice
  - a. Contact the parent to have the child removed from school as soon as possible.
  - b. Parents will be given lice control information by school personnel.
  - c. The child will not return to the classroom until 24 hours after treatment is completed.
  - d. A trained staff person will check the affected student before they return to the classroom (upon return to school, the student will need to go to the school nurse to be checked). If live lice are found, the student will be sent home again. This will be repeated until no live lice are found by trained staff every time a student returns to school.
  - e. The student will be rechecked ten days after returning to the classroom.
2. The second case, same student
  - a. Contact the parent to pick up the student. Talk with parents and ask what they did to rid the student, family, and house of the first case of lice.
  - b. A trained staff person will check the affected student before they return to the classroom (upon return to school, the student needs to go to the school nurse to be checked). If live lice are found, the student will be sent home again – this will be repeated until no live lice are found by trained staff after returning to school.
  - c. The student will be rechecked ten days after returning to the classroom.
  - d. Students in the classroom may be checked when the second case is identified.
3. The third case, same student
  - a. Same as above in number two.
  - b. Home visit by the school nurse or social worker.
4. School's Plan of Last Resort. (To be planned by the school administration and school nurse.)

## DISCIPLINE POLICIES AND PROCEDURES

The following procedures are specific to the elementary grades and will be used in conjunction with the [District's Discipline Policy #506](#).

Parents and school personnel will work cooperatively to help children learn self-discipline and respect for others and property. The focus for students is to play and work constructively with peers and to solve problems through cooperation and compromise. We believe that all students and staff have a right to feel safe, to learn without disruption, and to be treated with respect.

Minneota Public Schools has three main behavior expectations. These are **honor, respect and high expectations**. Behavior expectations across all areas of our school (classrooms, hallways, bathrooms, lunchroom, playground and buses) are taught at the beginning of the school year. These expectations are also re-taught and reinforced throughout the year to ensure a safe and supportive learning environment for every child.

When problems occur in the classroom, teachers will determine whether they can handle the incident or if a principal's visit is warranted. If a child prevents instruction from continuing, becomes aggressive physically toward anyone, or repeats unacceptable behavior, the principal will be called. A discipline report will be filled out (and entered into JMC), and a phone call home will be made.

### **Grades 5-6 Parents:**

Students in these grades will be eligible to be given detention as a result of exhibiting inappropriate behaviors. Detention will be served on Thursdays from 3:15 – 4:00 PM and staffed by a teacher. Teachers may assign detention if they feel it is warranted. If your child is given detention, the teacher must notify you, and the school will send an automated email. The principal or superintendent shall distribute out-of-school suspensions. When a student is suspended, the principal will send the parents a written notice containing grounds for the suspension, a statement of the facts, a readmission plan, and a copy of the Pupil Fair Dismissal Act. Expulsion procedures may apply if a student suspended has not been reinstated after five days.

Expulsion shall be a function of the School Board, with no student being expelled without a hearing. The hearing shall be closed and preceded by a written notice containing the grounds for the action, a statement of the facts, and the time and place of the hearing. A copy of the Pupil Fair Dismissal Act and information about the pupil's legal rights shall be provided to the pupil and the parent.

### **Reasonable Force**

The law does not allow corporal punishment, nor aversive or deprivation procedures.

Under MN State Law, reasonable force to restrain a student from causing bodily harm (to themselves, another student, or a staff member) by a teacher, school employee, bus driver, or another agent of a school district is allowed.

### **Pupils with Disabilities**

Special considerations may be given to a student for which an individualized education program (IEP) is written should they be removed from class. Consideration may be given following a review of the IEP.

Behavioral problems that arise and are of causal effect due to the disability shall be dealt by:

1. Teacher-student conference;
2. Teacher-parent conference;
3. Teacher-parent-principal conference;
4. Referral to the Child Study team for further evaluation.

### **Suspension, Exclusion and Expulsion of Students with Disabilities**

Handled according to Minnesota Rule 3525.2470 and Minnesota Statute, Sections 127.26 to 127.39 (Pupil Fair Dismissal Act).

Behavioral problems not of a causal effect due to the disability shall be handled as outlined in this policy.

## **DRESS**

Please be sure your child has dressed appropriately for the weather. Children play outside daily unless it rains or the temperature dips below 0. They should be dressed daily with the temperature and precipitation in mind.

Students will not be allowed to wear hats (or the hoods on their sweatshirts) during the school day. However, they may wear hats outside during recess [and during designated school dress up days](#).

Students will need a separate pair of tennis shoes for physical education classes. These shoes will be worn during physical education classes and indoor recesses held in the gym.

If administration determines that (1) a student's mode of dress or appearance interferes or disrupts the educational mission, school environment, classwork or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Administration will notify/contact the parent/guardian.

## **DRILLS**

In an effort to maintain student and staff safety and to meet both state and federal guidelines, we will practice fire, tornado and active shooter drills during the school year. It is our priority to practice these drills in an age appropriate manner and in a way that prevents fear. We conduct 5 fire drills, 5 Active Shooter drills, [and as well as](#) one severe weather drill in the spring during severe weather week.



## **E-LEARNING**

Our E-Learning plan can be found on the district website at <https://www.minneotaschools.org/domain/181>

## **EMPLOYMENT BACKGROUND CHECKS**

Minneota Public Schools will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for 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 compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **FEES**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, annuals, etc.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
  - Use of musical instruments owned or rented by the school district.
  - A school district-sponsored driver or motorcycle education training course.
  - Transportation of students to and from optional extracurricular activities

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the elementary principal, Nicolle Johnston, at [nicolle.johnston@minneotaschools.org](mailto:nicolle.johnston@minneotaschools.org).

## **HARASSMENT AND VIOLENCE POLICY**

Minneota Public Schools do not condone or allow harassment or violence based on sex, religion, race, color, creed, national origin, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

[REFER TO POLICY #413](#)

## HAZING

[PLEASE REFER TO POLICY #526](#)

## HOMEWORK

Homework policies vary from teacher to teacher. Each teacher will explain their approach to students, and most will be given study time during the day to complete assignments. As children progress through the grades, the amount of homework gradually increases. The amount may vary daily, but primary children are not given more than 30 minutes of work to complete. Upper-grade assignments should take no more than 45 minutes to complete. Students who do not use class time wisely may need additional time to complete their studies at home. Occasionally, a student may have a unique project that takes several hours of work at home. We welcome open communication and questions from you regarding the assigned work. Please reach out to your child's teacher or administrator anytime!

## INDOOR RECESS

Occasionally, weather conditions will force the students to have indoor recess. When possible, the students will use the gym to allow for some physical activity, but often they are compelled to use classrooms or hallways due to limited gym space. Weather conditions that will force the students to have indoor recess include, but are not limited to, heavy rainfall, icy conditions, and cold temperatures (0 degrees or lower F in temperature or wind chill temperature).

All weather decisions will be made using the *National Weather Service*. You can access their page with the link below.

<https://forecast.weather.gov/MapClick.php?CityName=Minneota&state=MN&site=FSD&textField1=44.5637&textField2=-95.982&e=0#.WX52aojyvW8>

**Minneota Elementary  
Inside Recess – Temperature Policy**

Wind Speeds	Temperatures					
		0 or Below	1-5	6-9	10-14	15+
	0-5	In	Out	Out	Out	Out
	6-10	In	Out	Out	Out	Out
	10-15	In	Out	Out	Out	Out
	15-20	In	In	Out	Out	Out
	20-25	In	In	In	Out	Out
	25-30+	In	In	In	Out	Out

**\*All decisions to stay in for recess are ultimately left up to the principal, and the table can be changed at any point.**

## **INTERNET ACCEPTABLE USE AND SAFETY POLICY**

[REFER TO POLICY #524](#)

## **LEAD IN DRINKING WATER PLAN**

Minneota Public Schools have historically conducted - and continues to conduct - Lead in Drinking Water testing per the Minnesota Department of Health guidelines. Minneota Public Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as with Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) expectations. For more information on Minneota Public Schools lead reduction program and testing results, please contact Les Engler at 507-872-6532 ext. 1157.

## **LEAVING/RETURNING TO SCHOOL**

If you come to the school to pick up your child in grades PreK-3 for an appointment, you must check in with the office. Someone from the office will contact your child's teacher and have them meet you in the office. For grades 4-6, the student may check themselves in and out of the office. However, a parent or guardian must be present (parked outside) when the student checks out. If a child comes to school late or returns from an appointment, they must also come through the office to sign in.

## **LOST AND FOUND**

Any articles found on school grounds or in the building will be placed in the hallway near the east elementary bathrooms. Students will be asked to check the lost and found as many valuable clothing articles are left each year. More valuable items (i.e., phones, jewelry, etc.) will be brought directly to the office, and parents may check for lost items.

## **MEDICATIONS – PRESCRIPTION AND NON-PRESCRIPTION**

### **1. Purpose**

This policy aims to set forth the following provisions when medications must be administered to students in the school setting.

### **2. General Statement of Policy**

Many children with chronic or acute health conditions can attend school because of their prescribed medication(s) effectiveness. Safe and effective medication administration includes monitoring the child's response to the drug to ensure that it is therapeutic and minimizes interference with learning. Whenever possible, the parent or guardian should arrange to give

their child's medications to them at home.

Medication administration to students shall be done only in circumstances wherein the child's health and education may be jeopardized without it. **Medication may be administered only by the school nurse or personnel to whom they delegate this responsibility.** Medication will not be given without the written authorization of the parent/guardian and physician as necessary.

Parents may always come to school and administer medication to their children. The school asks that parents check in at the main office first.

### 3. **Requirements**

- a. Both prescription and non-prescription medications require written authorization from a student's parent or guardian.
- b. A [REQUEST TO ADMINISTER MEDICATION IN THE SCHOOL](#) form must be completed when any prescription is administered in school. These forms are available in the office and only pertain to the **current** school year.
- c. Prescription medication must come to school in the original container appropriately labeled for the student by the pharmacy or physician. For safety reasons, parents must bring their child's medication to school. If they cannot, parents are expected to call the school, alerting the staff of the number of medicines being sent. **Medication arriving in baggies, old medication bottles, or open containers will not be accepted.**
- d. Non-prescription medication must come in the original sealed container.
- e. Prescription medications are generally not to be carried by the student. The exception to this guideline is a prescription medication for asthma, reactive airway disease, or anaphylaxis. This school district believes it is in the best interest of students with asthma to move toward independent asthma management during their school years. Students are allowed to self-carry their inhaler medication following these criteria:
  - The inhaler must be properly labeled for that student.
  - Written authorization from the parent and physician must specify approval for the student to carry an inhaler and self-administer.
- f. It is the parents' responsibility to provide medication refills. When medication is low, school staff will notify parents via phone, email, or letter. At the end of the school year, parents will be contacted about the amount of medication remaining, and arrangements can be made for pick-up or disposal as necessary.

The board, in keeping with the policy, adopted the following procedures for the dispensing of non-prescription and prescription medications:

#### **Non-prescription Medication Administration Procedures**

The school will not provide any over-the-counter (OTC) medication. If the parent wants their child to have something, the parent will provide:

1. a written parent permission form indicating the OTC medication, amount to be given, time to be given, and reason for giving the medication.

2. Physician's name and phone number in the event of a reaction.
3. History of allergies or medical conditions of the student.

The school shall provide:

1. A list of personnel administering the medication (school nurse or other personnel to whom this responsibility has been delegated.)
2. A comprehensive record for each child, including:
  - a. Dated written request from the parent.
  - b. Medication inventory.
  - c. Dosage and time for the administration
  - d. Dispenser's initials with initial identified by full signature on the form.
3. Secured medication storage facility

## **NONDISCRIMINATION**

Minneota Elementary School is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities.

## **NOTICE OF VIOLENT BEHAVIOR BY STUDENTS**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **PARENT RIGHT TO KNOW**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **PESTICIDE APPLICATION NOTICE**

The school district may plan to apply pesticide(s) on school property. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Les Engler at 507-872-6532 ext. 1157.

## **PICKING UP AND DROPPING OFF CHILDREN**

Parents who drop off their children may load and unload on 5th street at the beginning of the day. Parents who pick up their children at the end of the day are asked to load and unload on the east side of the school on Jackson Street.

When picking up your children, please use the crosswalks instead of walking between the buses. This is for the safety of you and your child. Your cooperation is necessary and appreciated.

## **PLAYGROUND RULES**

### **General**

1. Proper clothing needs to be worn at all times (ex. boots, hats, and mittens in winter)
2. No rough play – including tackle football and any wrestling
3. No hanging on basketball hoops
2. Only soft baseballs and soft bats will be used – No metal bats
3. Students will be outside for recess unless they have a note from their parents or
  - a. A student causes or is likely to cause serious physical harm to other students
  - b. The student's parent or guardian specifically consents to the use of recess detention
  - c. For students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the needs of the student
4. Rollerblading, biking, and use of scooters are not allowed at school
5. Treat all students and adults with respect

### **Slides**

1. Walk up the ladder steps, and do not run or push on them
2. Slide only from top to bottom on the corkscrew slide

3. Slide down the slide **feet first**
4. Go all the way down. Do not stop part way down or try to get off part way down.
5. Rocks, snow, and toys do not belong on the slide

### **Swings**

1. Sit on the swing. Hold on with both hands—one person per swing.
2. Wait your turn on the grass or blacktop.
3. Set your pattern for taking turns (count 50, 100, 150.)

### **Bars/Climbers**

1. Hands and feet must be on the bars/climbers at all times.
2. No hanging on another child's body on any equipment.
3. Leave two bar spaces between children.
2. Do not sit on top of bars/climbers when children are swinging underneath.

### **Funnel Ball**

1. Only throw balls through the funnel.
2. Do not throw rocks, sticks, etc., up into the funnel.

### **Winter Rules**

1. Wear boots from the time when a call home is made and communicated. Boots permit students to walk anywhere on the playground when snow is present.
2. Wear snow pants (required for grades K-4) if you plan to roll, sit, or play in the snow. Snow pants permit students to play anywhere on the playground when snow is present.
3. Students must get permission to play on the snow hills and must be fully dressed (boots, snow pants, and coat) to use it.
4. Snow is not allowed to be thrown at any individual or object.

## **REPORT CARDS**

Report cards will be issued four times per year for grades 1-6 and three times per year for Kindergarten. They will be sent home by mail for each grading period unless they can be distributed during parent-teacher conferences. Please feel free to discuss your child's progress at any time during the school year with your child's teacher.

## **SCHOOL CLOSINGS**

For information regarding school closings, you will be notified by School Messenger or tune your radio to any Marshall radio station, WCCO 830 AM, or any Twin Cities TV station. School closings, late starts, and early dismissals will be broadcast by these radio and TV stations as soon as a decision has been made.

Please do not call school personnel about school closings since the latest information can be obtained by listening to or watching the above stations. You may also access our website at [www.minneotaschools.org](http://www.minneotaschools.org) for this information and the school's Facebook page.

## **SCHOOL HOURS**

Minneota Elementary's doors open at 7:45 AM for students who eat breakfast at school. All other students will enter the building and proceed directly to outside recess, depending on when they arrive. Students will enter the school immediately upon arriving on school grounds and go to the designated gym space during adverse weather conditions. All students may enter the building using the playground or southeast elementary doors. The school day begins at 8:10 and ends at 3:10.

## SCHOOL MESSENGER

This telephone broadcast system will enable school personnel to notify all households and parents within minutes of an emergency or an unplanned event that causes early dismissals, school cancellations, or late starts. It may also be used, from time to time, to communicate general announcements or reminders. Your phone number is automatically added to our dissemination list when you enroll your child. Please contact Tara Skorczewski if you need to add another phone number or are missing announcements.

[tara.skorczewski@minneotaschools.org](mailto:tara.skorczewski@minneotaschools.org)

## SCHOOL PARTIES

Classroom parties are occasionally held throughout the school year.

All snacks and refreshments for a school party, birthday, or special treat should be purchased at a store and individually wrapped. A state law was passed in the early 1960s due to salmonella (food poisoning) in some of our Minnesota Schools.

Students are not allowed to deliver party invitations at school. All invitations must be handled outside of school. This policy stems from problems involving mix-ups and hurt feelings. Your cooperation is greatly appreciated.

## CARE OF SCHOOL-OWNED MATERIALS

Students are expected to respect school property. If a child willfully damages property, the parent will be called to confer with the principal. At that time, the amount or type of restitution will be discussed. The parent will be asked to replace property that is lost or beyond repair.

## SEARCHES

### **Lockers and personal possessions within a locker**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.



Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

### **Desks**

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

### **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

## **STUDENT DATA PRIVACY POLICY**

The school district must provide information regarding student data uploaded to any curriculum, testing, or assessment technology provider. Upon request, the school will identify each curriculum, testing or assessment provider, the educational data affected by the curriculum, testing or assessment technology provider, and information about the contact information to direct questions or concerns regarding any program or activity. Parents also have the right to inspect a complete copy of any contract with a technology provider. Parents and students may review a full copy of any contract with a technology provider.

## **STUDENT RECORDS**

The school maintains a secure file of your child's grades, attendance, standardized test scores, and discipline records resulting from their work since they began school. If your child has attended several schools, these records should have followed them to this school and will be on file.

Parental permission is no longer required when records are requested by authorized school personnel (Family Education Rights and Privacy Act: Final rule of Education Records, Federal Register).

All students' records will be treated following the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Sessions Laws of the State of Minnesota.

## **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the school district's "Student Surveys" policy at [ISD #414 Policy 520](#).

## SUICIDE AND DEPRESSION PREVENTION

We understand that suicide is a serious public health concern that can take an enormous toll on students, families, staff, and communities. Concerns about and the number of suicides may be reduced through education, awareness, and services for students and families via mental health practitioners and community organizations. As an essential part of the team, school personnel are instrumental in recognizing symptoms, identifying at-risk students, and providing them with access to mental health resources.

The National Suicide Prevention Lifeline is now: 988 Suicide and Crisis Lifeline  
The nationwide number will route callers to the National Suicide Prevention Lifeline. If you or someone you know needs help, dial 988 to be connected to trained counselors that are part of the existing National Suicide Prevention Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary. For more information, click [here](#) or go to <https://988lifeline.org/current-events/the-lifeline-and-988/>.

## TELEPHONE USE

Students, generally, will not be permitted to use a school phone unless they have received permission from the classroom teacher or principal. Please help your children organize their needed materials and supplies before leaving for school in the morning. In addition, make sure afternoon plans have been arranged before they leave for school.

Children will not be allowed to use the phone to call home for books, assignments, band instruments, or make after-school plans with friends.

## TENNESSEN WARNING

The Minnesota Government Data Privacy Act provides you with certain rights. These rights include, but are not limited, to the following:

Whenever a government agency asks you to provide private or confidential data about yourself, you must be told:

- the purpose and intended use of the data requested;
- whether the individual may refuse to supply or is legally obligated to supply the data;
- any known consequences of supplying or not supplying the data; and the identity of other persons authorized to receive the data.

## TESTING

In Figure A, the assessments administered to students are listed by grade and time of year that they are given. Please get in touch with the school administrator regarding the tests, the purpose, how the data is used, and how you may better prepare your child.

FIGURE A – Minneota Elementary Testing Calendar

### SEPTEMBER

Assessment	Subject/Reason	Dates	Requirement Source	Duration of Testing	Results Provided
NWEA (Grades K – 2)	Reading, Math & Science Benchmark	September	District	Up to 2 Hours	Fall Conferences
Fastbridge (Grades K – 6)	Reading & Math Benchmark & Progress Monitoring	September	District	Up to 30 Minutes	Fall Conferences
FAST (Grades K – 3)	Reading Benchmark & Progress Monitoring	September	District	Up to 30 Minutes	Fall Conferences

### JANUARY

Assessment	Subject/Reason	Dates	Requirement Source	Duration of Testing	Results Provided
NWEA (Grades K – 2)	Reading, Math & Science / Benchmark	January	District	Up to 2 Hours	Spring Conferences
Fastbridge (Grades K – 6)	Reading / Benchmark & Progress Monitoring	January	District	Up to 30 Minutes	Spring Conferences
FAST (Grades K – 3)	Reading / Benchmark & Progress Monitoring	January	District	Up to 30 Minutes	Spring Conferences

### FEBRUARY

Assessment	Subject / Reason	Dates	Requirement Source	Duration of Testing	Results Provided
ACCESS for ELs (Grades K – 12) <i>English Learners</i>	Listening, Speaking, Reading, Writing	February	State of MN	Up to 3 Hours	Fall Conferences

### MARCH

Assessment	Subject / Reason	Dates	Requirement Source	Duration of Testing	Results Provided
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MCAs & MTAS R Grades 3-8 & 10 M Grades 3-8 & 11 S Grades 5, 8 & 10	Reading, Math & Science	March	Federal Government	2 – 3.5 Hours – R 1.5 – 2.5 Hours – M Up to 2 Hours – S	Mailed to Home in Fall
ACCESS for ELs (Grades K – 12)	Listening, Speaking, Reading, Writing	March	Federal Government	Up to 3 Hours	Fall Conferences

#### APRIL – May

Assessment	Subject / Reason	Dates	Requirement Source	Duration of Testing	Results Provided
MCAs & MTAS R Grades 3-8 & 10 M Grades 3-8 & 11 S Grades 5, 8 & 10	Reading, Math & Science	April	Federal Government	2 – 3.5 Hours – R 1.5 – 2.5 Hours – M Up to 2 Hours – S	Mailed to Home in Fall
NWEA (Grades K – 2)	Reading, Math & Science / Benchmark	May	District	Up to 2 Hours	Available Upon Request
Fastbridge (Grades K – 6)	Reading / Benchmark & Progress Monitoring	May	District	Up to 30 Minutes	Available Upon Request
FAST (Grades K – 3)	Reading / Benchmark & Progress Monitoring	May	District	Up to 30 Minutes	Available Upon Request

## TESTING/OPTING OUT OF TESTS

Minnesota students take some form of the Minnesota Comprehensive Assessments, or MCAs. The MCAs are given in the spring of each year to students in grades 3–8 in reading and math. In high school, Minnesota students take one last Reading MCA in grade 10 and one last Math MCA in grade 11.

The Science MCAs are given in grades five and eight and once in high school.

Students who receive special education services and meet eligibility requirements take the Minnesota Test of Academic Skills (MTAS) in the same grades.

Most Minnesota students will take the MCA online during their school day, likely in their classrooms. The MTAS is given by a teacher or another school administrator in a paper format. Each Minnesota school district decides when students will take their assessments within a designated spring testing window.

Both the MCA and the MTAS measure student learning of the Minnesota Academic Standards. More detailed information about Minnesota's K–12 Academic Standards can be found on the [Academic Standards section](#) of the MDE website.

### **Estimated Test Administration Times**

The reading test is estimated to take 1.5-2 hours to complete. The math test is estimated to take 1.5-2 hours to complete. The science MCA is estimated to take 1 to 1.5 hours to complete. None of the tests are timed. Students are allowed to take as much time as they need. State law limits the total amount of time per year that a student can spend taking school and district assessments to no more than 10 hours for grades 1 through 6.

### **Student Participation in Statewide Assessments**

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below. When completed, it must be returned to your student's district; your student's district may require additional information.

[Parent/Guardian Guide and Refusal Form](#)

## **THE PLEDGE OF ALLEGIANCE**

Every day (during morning announcements), the Pledge of Allegiance is recited by students and staff. Anyone who does not wish to participate in reciting the Pledge of Allegiance for personal reasons may elect not to do so. The staff and students must respect that person's right to choose.

## **TOBACCO-FREE SCHOOLS**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Please refer to Policy #419.

## VIKING VALOR

Minneota Public Schools has always strived to create a safe and positive learning environment for all students. To continue to improve our school climate, staff at Minneota Elementary have worked together to develop and implement Viking Valor – Minneota Public Schools' character program. The primary goal of Viking Valor is to create a positive school climate for all staff and students by acting with Honor, showing Respect, and meeting High Expectations.



Students may earn Viking Valor slips from Minneota Elementary staff at any time throughout the day. During our monthly Viking Valor assemblies, students' slips will be drawn. The child whose name is pulled can spin the prize wheel and win Viking Gear, gift certificates, etc. One student per grade is also honored for being the 'Student of the Month' and receives a certificate and medal during a monthly assembly.

When school is in session for a whole week, we acknowledge 'Students of Valor' for those who demonstrated outstanding behaviors.

## VISITORS

We value the involvement and support of our families and community. To ensure the safety and security of our students, staff, and visitors, we have the following guidelines for all visitors to our school during the school day.

### Procedure:

- **Main Office Check-In:** When you arrive at Minneota Public Schools, all visitors must report directly to the main office. This includes parents, guardians, volunteers, and any other guests.
- **Sign-In Requirement:** Visitors are required to sign in upon arrival. This allows us to keep track of who is on campus at all times for security and safety purposes. The sign-in sheet will ask for your name, the purpose of the visit, and the time you arrived.
- **Visitor Badge:** After signing in, visitors will be issued a visitor badge. This badge must be worn visibly at all times while on the school premises. The badge identifies you as an authorized visitor and helps staff and students recognize that you have checked in appropriately.

- **Sign-Out Requirement:** Before leaving the school, visitors must return to the main office to sign out. This step is crucial for maintaining accurate records of who is on campus at any given time.

We appreciate your cooperation in helping us maintain a safe and secure environment for our school community!

Please get in touch with your child's teacher before visiting to make arrangements. Parents and educators form a crucial partnership in doing what is best for your child, and we welcome these visits.

If you intend to conference with the teacher, please call and arrange a time with them in advance. It is the expectation that all visitors and parents will treat staff members with dignity and respect during their visits. Visitors and parents may also expect this in return from staff members.

## **WITHDRAWING STUDENTS**

Please notify the office and your child's teacher if you change residence where your child must be withdrawn from school. You must also enroll your child in the new district as this will enable the personnel to complete the necessary paperwork and help your child receive a better start in their new school.

**FIGURE B – Minneota Elementary Pet Visit Form**

Owner's Name	Date of Request
Name of Pet	Type of Pet
Length of Visit	Date of Visit
Principal's Approval	



Please provide a brief description of the reason for your pet's visit.

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Submit your pet's vaccination documentation with this Visit Form to the school administrator.





**Non-Discrimination  
Minneota Public Schools, ISD 414**

Minneota Public Schools do not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Nicolle Johnston, Elementary Principal/Curriculum Director  
507.872.6122 EX 1160

Patty Myrvik, Activities Director  
507.872.6175 EX 1141  
[patty.myrvik@minneotaschools.org](mailto:patty.myrvik@minneotaschools.org)

Minneota Public Schools, ISD 414  
504 North Monroe Street  
Minneota, MN 56264

**POLICY REVIEWED AND ADOPTED ANNUALLY BY THE SCHOOL BOARD**





## Minneota Public Schools

Independent School District #414, 504 N. Monroe St., PO Box 98, Minneota, MN 56264

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### **REQUEST FOR BIDS -- Bread & Dairy Products**

The Minneota Public School District #414 requests bids for Bread & Dairy products for the 2025-2026 school year. For more information on the bids, call the District Office at 507-872-6532. Please send bids to Scott Monson, Superintendent of Schools, 504 N. Monroe St. PO Box 98, Minneota, MN 56264. Quotes are due on or before July 16, 2025 by 3:00 p.m. in the Superintendent 's office.

### **REQUEST FOR BIDS -- Petroleum Products**

The Minneota Public School District #414 requests bids for Petroleum products for the 2025-2026 school year. For more information on the bids, call the District Office at 507-872-6532. Please send bids to Scott Monson, Superintendent of Schools, 504 N. Monroe St. PO Box 98, Minneota, MN 56264. Quotes are due on or before July 16, 2025 by 3:00 p.m. in the Superintendent's office.



## Minneota Public Schools

Independent School District #414, 504 N. Monroe St., PO Box 98, Minneota, MN 56264

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TO WHOM IT MAY CONCERN:

June 11, 2025

The Minneota Public School District No. 414 will accept bids for the following petroleum products for the school year 2025-2026. Bids must be received no later than July 16, 2025 at 3:00 p.m. in the office of the Superintendent of Schools, 504 N. Monroe, Minneota, MN 56264. Bids to remain firm for 30 days. The school board reserves the right to accept or reject any or all bids. The School Board will meet on July 23, 2025 to review all bids.

Sincerely,

Scott Monson, Superintendent

\_\_\_\_\_ submits the following bids to the Independent School District No. 414, for the 2025-2026 school year.

<u>Petroleum Products</u>	<u>Price</u>	<u>Discount</u>	<u>Current Price</u>
Diesel Fuel Pump Delivery	\$ _____ /gal	_____	_____
Unleaded Gasoline (Ethn) Pump Delivery	\$ _____ /gal	_____	_____

Bid Submitted By

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature



## Minneota Public Schools

Independent School District #414, 504 N. Monroe St., PO Box 98, Minneota, MN 56264

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TO WHOM IT MAY CONCERN:

June 11, 2025

The Minneota Public School District No. 414 will accept bids for the following bakery products for the school year 2025-2026. Bids must be received no later than July 16, 2025 at 3:00 p.m. in the office of the Superintendent of Schools, 504 N. Monroe, Minneota, MN 56264. Bids to remain firm for 30 days. The school board reserves the right to accept or reject any or all bids. The School Board will meet on July 23, 2025 to review all bids.

Sincerely,  
Scott Monson, Superintendent

\_\_\_\_\_ submits the following bids to the Independent School District No. 414, for the 2025-2026 school year.

### Bakery Products

1 ½ lbs. Whole Grain Bread	\$ _____
4" Whole Grain Hamburger Buns	\$ _____ per dozen
Whole Grain Hot Dog Buns	\$ _____ per dozen
Whole Grain French Bread	\$ _____
Whole Grain Foot Long Buns	\$ _____ per dozen
Whole Grain Dinner Rolls	\$ _____ per dozen
Whole Grain Hoagie/Steak Buns	\$ _____ per dozen

Please indicate days and time of delivery \_\_\_\_\_.

Bid Submitted By:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature



## Minneota Public Schools

Independent School District #414, 504 N. Monroe St., PO Box 98, Minneota, MN 56264

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TO WHOM IT MAY CONCERN:

June 11, 2025

The Minneota Public School District No. 414 will accept bids for the following dairy products for the school year 2025-2026. Bids must be received no later than July 16, 2025 at 3:00 p.m. in the office of the Superintendent of Schools, 504 N. Monroe, Minneota, MN 56264. Bids to remain firm for 30 days. The school board reserves the right to accept or reject any or all bids. The School Board will meet on July 23, 2025 to review all bids.

Sincerely,  
Scott Monson, Superintendent

\_\_\_\_\_ submits the following bids to the Independent School District No. 414, for the 2025-2026 school year.

<u>Dairy Products</u>	<u>Item Price</u>	<u>Case Price</u>
½ pint 1% Milk	_____	_____
½ pint Skim Chocolate Milk	_____	_____
½ pint Skim Milk	_____	_____
1 gal 1% Milk	_____	_____
½ pint Orange Juice	_____	_____
5 lbs. Sour Cream – light	_____	_____
5 lbs. Cottage Cheese (2%)	_____	_____
6 oz Yogurt	_____	_____
Butter – 1# Solid	_____	_____
Margarine	_____	_____
Ice Cream 5-Qt Pail	_____	_____

Bid Submitted By:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION DESIGNATING SCOTT MONSON AS  
LOCAL EDUCATIONAL AGENCY AUTHORIZED REPRESENTATIVE

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

WHEREAS Pursuant to the provisions of United States Code Section 303.23, an employee of the school district can be designated as the Local Educational Agency authorized representative for Independent School District No. 414.

THEREFORE, BE IT RESOLVED Scott Monson is hereby designated as the Local Educational Agency authorized representative from July 1, 2025 until June 30, 2026, as approved by the board within Independent School District No. 414 in compliance with the provisions of Minnesota Statutes §123B.52 subd. 2.

The motion for the foregoing resolution was duly seconded by Member \_\_\_\_\_.

Upon vote taken thereon, the following voted in favor thereof:

Those voting against:

Whereupon said resolution was declared to have passed.

\_\_\_\_\_  
Martin Hennen, School Board Clerk

## 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
4.0 Point Bus Service	Trap Team Donation	\$500	5/28/2025
KBs Tip Night	Trap Team Donation	\$3,413.46	5/28/2025
Better Together Grant	School Library	\$500	5/28/2025
SWSC Cooperative	Mentoring Grant	\$1,700	5/28/2025
Christian Becker	Robotics Program	\$500	5/28/2025
UFP Inc.	Robotics Program	\$1,000	5/28/2025
State Bank of Taunton	New Playground	\$180,000	6/12/25
<b>Total Monthly Donations</b>		<b>\$ 187,613.46</b>	

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

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

The following members voted yes:

The following members voted no:

The motion carried/failed.

The foregoing resolution was approved on this 18<sup>th</sup> day of June, 2025.

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Martin Hennen, Clerk