



# MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD MEETING

Wednesday, August 27, 2025 @ 5:30 pm | Conference Room #103

+ *Mission:* A community in continuous pursuit of excellence.

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

## **AGENDA – REGULAR MEETING**

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

- 1.1. Call to Order.....Chair Thostenson
- 1.2. Pledge of Allegiance
- 1.3. Roll Call
- 1.4. Approval of the Meeting 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. Presentation**

- 2.1. Buildings and Grounds Update: Les Engler

### **3. Business Agenda**

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

### **4. Leadership Reports**

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

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

- 5.1. Minutes of the July 23, 2025 Regular Meeting
- 5.2. Personnel Items
- 5.3. Declare approximately 60 softball jerseys as surplus/obsolete
- 5.4. Fourteen (14) Open Enrollment Requests
- 5.5. 2025-2026 PSEO Income Contract from/with MN West
- 5.6. 2025-2026 Memorandum of Understanding Between ISD #414 and United Community Action Partnership Head Start
- 5.7. Ivanhoe Shared SpEd Teacher Agreement
- 5.8. SpEd Transportation Agreement
- 5.9. Approve Fundraiser Requests
  - 5.9.1. Intercept Cancer Shirt Sale [Activities]
  - 5.9.2. Avera Pink Out Hair Extension Sale [FCCLA]
  - 5.9.3. Hot Chocolate Sales [Junior Class/Prom]
  - 5.9.4. Homecoming Button Sales [Student Council]

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

**7. Previous Business**

- 7.1. 2025-2026 Handbook Review – 2<sup>nd</sup> Reading
  - 7.1.1. 2025-2026 High School Faculty Handbook .....M/S/V
- 7.2. Policies and Procedures Review – 2<sup>nd</sup> Reading .....M/S/V
  - 7.2.1. Policy #410: Family and Medical Leave
  - 7.2.2. Policy #420: Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Infectious Diseases and Infectious Conditions
  - 7.2.3. Policy #511: Student Fundraising
  - 7.2.4. Policy #519: Interviews of Students by Outside Agencies
  - 7.2.5. Policy #605: Alternative Programs
  - 7.2.6. Policy #907: Rewards
  - 7.2.7. District Procedures: Patch Management

**8. New Business**

- 8.1. 2026 School Board Meeting Dates and Times .....M/S/V
- 8.2. Policies and Procedures Review – 1<sup>st</sup> Reading..... I/D
  - 8.2.1. Policy #214: Out of State Travel By School Board Members
  - 8.2.2. Policy #412: Expense Reimbursement
  - 8.2.3. Policy #413: Harassment and Violence
  - 8.2.4. Policy #524: Internet, Technology, and Cell Phone Acceptable Use and Safety Policy
  - 8.2.5. Policy #722: Public Data and Data Subject Requests
  - 8.2.6. District Procedures: Academic Eligibility
  - 8.2.7. District Procedures: Access Control
  - 8.2.8. District Procedures: Key Check-Out and Access Control
- 8.3. Authorize Snow Removal Quotes for 2025-2026 .....M/S/V
- 8.4. Approve a Resolution for Acceptance of Gifts/Donations/Grants..... M/S/V-RC
- 8.5. Enter Closed Session [*Pursuant To M.S. 13D.05, Subd. 3*] to Evaluate the Performance of Superintendent Scott Monson .....M/S/V
- 8.6. Closed Session ..... I/D
- 8.7. Re-Enter Open Session.....M/S/V

**9. Calendar Review: Meeting & Dates .....I/D**

- 9.1. Wednesday, September 24: School Board Meeting [5:30 pm]
- 9.2. Wednesday, October 22: School Board Meeting [5 :30 pm]
- 9.3. Monday, November 24: School Board Meeting [5:30 pm]

**10. Potential Items for Future Meetings .....I/D**

**11. Adjournment ..... M/S/V**

**BUSINESS**

**AGENDA**

Student Enrollment Overview | 8/22/2025

Grade	2020-2021 Funded	2021-2022 Funded	2022-2023 Funded	2023-2024 Funded	2024-2025 Funded	2025-2026 Projected	8/22/2025	Average Class Size
PreK	6.8	6.1	5.3	7.6	9.4	45	45	
HK/K	22.6	39.3	31.8	42.1	29.7	38	38	19.0
1st Grade	31.1	23.8	39.1	33.0	41.2	30	30	15.0
2nd Grade	30.1	31.4	25.5	41.8	32.8	45	45	22.5
3rd Grade	42.3	33.9	32.6	29.0	42.2	33	33	16.5
4th Grade	28.0	42.9	36.3	31.5	30.9	42	41	20.5
5th Grade	37.0	24.9	46.6	37.5	33.2	32	32	16.0
6th Grade	36.2	37.5	23.5	46.2	38.1	33	33	16.5
7th Grade	46.8	47.6	53.3	42.6	53.4	47	47	
8th Grade	46.4	46.3	48.1	54.3	45.4	54	54	
9th Grade	45.0	50.1	44.9	49.3	54.7	50	50	
10th Grade	45.6	43.7	49.0	45.1	50.3	54	53	
11th Grade	48.3	45.0	42.7	46.2	46.0	52	52	
12th Grade	49.2	45.7	42.6	42.7	43.0	45	45	
<b>Elementary [K-6]</b>	<b>227.5</b>	<b>233.8</b>	<b>235.4</b>	<b>260.9</b>	<b>248.0</b>	<b>253</b>	<b>252</b>	
	-27.5	6.3	1.6	25.5	-12.9	+5	+4	
<b>Secondary [7-12]</b>	<b>281.3</b>	<b>278.4</b>	<b>280.7</b>	<b>280.2</b>	<b>292.8</b>	<b>302</b>	<b>301</b>	
	0.6	-2.8	2.2	-0.4	12.5	+9	+8	
<b>Total (K-12)</b>	<b>508.8</b>	<b>512.2</b>	<b>516.0</b>	<b>541.1</b>	<b>540.7</b>	<b>555</b>	<b>553</b>	
<b>K-12 +/- from Previous Year</b>	<b>-17.8</b>	<b>3.4</b>	<b>3.8</b>	<b>25.1</b>	<b>-0.3</b>	<b>+14</b>	<b>+12</b>	

## Student Activity Account – Month End July 2025

Fund #	Description	Receipt	Expense
8	Junior Class - Fier Farm		\$ 800.00
14	FFA - Jeremiason Photos		\$ 331.31
15	FCCLA - Brads Market		\$ 65.63
4	Student Council - Lobby Pop	\$ 75.00	
15	FCCLA - National Fundraising	\$ 8,168.00	
<b>July 2025 Totals</b>		<b>\$ 8,243.00</b>	<b>\$ 1,196.94</b>

Fund Name	FY26 Beginning Balance	July 2025			Ending Balance	+/- From SOY
		Receipts	Expenses	Transfers		
FCCLA	\$ 15,529.65	\$ 8,168.00	\$ 65.63		\$ 23,632.02	52.2%
FFA	\$ 2,392.22		\$ 331.31		\$ 2,060.91	-13.8%
Grade 11	\$ 5,156.18		\$ 800.00	\$ (4,356.18)	\$ -	-100.0%
Grade 12	\$ 21.27			\$ 4,334.91	\$ 4,356.18	20380.4%
National Honor Society	\$ 737.48				\$ 737.48	0.0%
Student Council	\$ 6,108.65	\$ 75.00		\$ 21.27	\$ 6,204.92	1.6%
<b>July 2025 Totals</b>	<b>\$ 29,945.45</b>	<b>\$ 8,243.00</b>	<b>\$ 1,196.94</b>	<b>\$ (0.00)</b>	<b>\$ 36,991.51</b>	<b>23.5%</b>

# FINANCIAL REPORT

## CASH FLOW | END OF JULY 2025

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Total Fixed Income	Ending Balance
State Bank of Taunton [0200]	General	\$ 232,387.96		\$ 476,640.47	\$ 605,141.20		\$ 103,887.23
State Bank of Taunton [0218]	Student Activities	\$ 29,945.45		\$ 8,243.00	\$ 1,196.94		\$ 36,991.51
State Bank of Taunton [0226]	Petty Cash	\$ 3,250.00		\$ -	\$ -		\$ 3,250.00
State Bank of Taunton [0234]	Payroll	\$ -		\$ 191,850.61	\$ 189,604.16		\$ 2,246.45
PMA-MN Trust [2023A]	2023A	\$ 386,227.51	\$ 1,387.41	\$ -	\$ -	\$ 318,152.34	\$ 705,767.26
PMA-MN Trust [2023B]	2023B	\$ 1,184,998.10	\$ 4,256.67	\$ -	\$ -	\$ 782,796.88	\$ 1,972,051.65
PMA-MN Trust	Investments	\$ 2,516,139.20	\$ 8,298.46	\$ 204,166.45	\$ 517,500.00	\$ 714,900.00	\$ 2,926,004.11
<b>End of July 2025 Statement Totals: All Depositories</b>		<b>\$ 4,352,948.22</b>	<b>\$ 13,942.54</b>	<b>\$ 880,900.53</b>	<b>\$ 1,313,442.30</b>	<b>\$ 1,815,849.22</b>	<b>\$ 5,750,198.21</b>
<b>Net Cash Flow Decrease From July 1, 2025 to July 31, 2025</b>							<b>\$ (418,599.23)</b>



# FINANCIAL REPORT

## ALL FUNDS | EXPENSES & REVENUES

Sequence: L, Fd

Description	202401			202501			202601		
	Budget BUD24	Year to Date	%	Budget BUD25	Year to Date	%	Budget ADP26	Year to Date	%
01 General Fund	(7,760,002.00)	(9,423.60)	0%	(7,967,047.00)	(127,570.78)	2%	(8,316,367.00)	(164,439.84)	2%
02 Food Service Fund	(497,500.00)	(122.00)	0%	(501,520.00)	(270.00)	0%	(506,870.00)	(241.75)	0%
04 Community Service	(174,041.00)	(5,396.00)	3%	(191,756.00)	(4,972.00)	3%	(216,100.00)	(6,012.90)	3%
06 Building Construction Fund	(2,635,533.00)	0.00	0%	(85,000.00)	(380.94)	0%	(110,000.00)	(5,644.08)	5%
07 Debt Service Fund	(1,178,297.00)	(99,991.05)	8%	(1,714,917.00)	(138,073.16)	8%	(1,588,977.00)	(132,705.72)	8%
21 Student Activity Account	0.00	181.69	0%	0.00	1,335.00	0%	0.00	(7,046.06)	0%
R Revenue	(12,245,373.00)	(114,750.96)	1%	(10,460,240.00)	(269,931.88)	3%	(10,738,314.00)	(316,090.35)	3%
01 General Fund	7,904,910.00	207,690.37	3%	7,930,185.00	210,591.08	3%	8,278,726.00	237,731.27	3%
02 Food Service Fund	475,972.00	18,946.43	4%	517,663.00	8,675.93	2%	503,120.00	14,071.78	3%
04 Community Service	240,967.00	82.09	0%	253,575.00	2,082.79	1%	264,478.00	(821.99)	(0%)
06 Building Construction Fund	36,000.00	0.00	0%	264,358.00	0.00	0%	269,350.00	0.00	0%
07 Debt Service Fund	1,177,800.00	125,900.00	11%	1,545,578.00	245,702.50	16%	1,552,875.00	167,500.00	11%
E Expenditure	9,835,649.00	352,618.89	4%	10,511,359.00	467,052.30	4%	10,868,549.00	418,481.06	4%



# FINANCIAL REPORT

## FUND 1 | GENERAL FUND REVENUES

Sequence: Fd, O/S		202401			202501			202601		
Description	Budget			Budget			Budget			
	BUD24	Year to Date	%	BUD25	Year to Date	%	ADP26	Year to Date	%	
01 General Fund										
000 Local Revenues	(1,818,631.00)	(13,811.10)	1%	(1,630,758.00)	(26,218.44)	2%	(1,845,370.00)	(108,947.20)	6%	
200 State Revenues	(4,736,729.00)	0.00	0%	(4,884,767.00)	(101,902.34)	2%	(5,004,144.00)	(53,656.64)	1%	
300 State Revenues	(1,017,477.00)	0.00	0%	(1,185,850.00)	0.00	0%	(1,321,940.00)	0.00	0%	
400 Federal Revenues from State	(148,519.00)	0.00	0%	(225,686.00)	0.00	0%	(90,032.00)	(1,836.00)	2%	
500 Federal Revenues from Fed Sou	(38,646.00)	0.00	0%	(39,986.00)	0.00	0%	(54,881.00)	0.00	0%	
600 Loc Sales, Ins Recov & Jdgmnt	0.00	4,387.50	0%	0.00	550.00	0%	0.00	0.00	0%	
01 General Fund	(7,760,002.00)	(9,423.60)	0%	(7,967,047.00)	(127,570.78)	2%	(8,316,367.00)	(164,439.84)	2%	



# FINANCIAL REPORT

## FUND 1 | GENERAL FUND EXPENSES

Sequence: Fd, O/S	Description	202401			202501			202601		
		Budget	Year to Date	%	Budget	Year to Date	%	Budget	Year to Date	%
		BUD24			BUD25			ADP26		
01	General Fund									
	100 Salaries & Wages	4,295,935.00	54,475.60	1%	4,417,885.00	60,287.90	1%	4,409,305.00	68,513.68	2%
	200 Employee Benefits	1,119,935.00	15,524.43	1%	1,138,121.00	(13,367.30)	(1%)	1,155,408.00	18,290.48	2%
	300 Purchased Services	1,443,025.00	44,517.17	3%	1,527,118.00	37,644.62	2%	1,684,659.00	47,160.89	3%
	400 Supplies & Materials	787,395.00	90,881.17	12%	606,905.00	116,321.86	19%	506,158.00	103,061.22	20%
	500 Capital Expenditures	234,000.00	0.00	0%	210,406.00	6,980.00	3%	492,046.00	(100.00)	(0%)
	800 Other Expenditures	24,620.00	2,292.00	9%	29,750.00	2,724.00	9%	31,150.00	805.00	3%
01	General Fund	7,904,910.00	207,690.37	3%	7,930,185.00	210,591.08	3%	8,278,726.00	237,731.27	3%





# MNTrust Monthly Statement

Minnesota ISD #414

**Please Note:**

THE FUND WILL BE CLOSED SEPTEMBER 1ST IN OBSERVANCE OF THE LABOR DAY HOLIDAY

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

7/1/2025 - 7/31/2025

<b>Investment Pool Summary</b>		<b>IS</b>
Beginning Market Balance		\$2,516,139.20
Dividends		\$8,298.46
Purchases		\$204,166.45
Redemptions		(\$517,500.00)
Ending Market Balance		\$2,211,104.11
Average Monthly Rate		4.229%
NAV / Share Price		\$1.000
<b>Total</b>		<b>\$2,211,104.11</b>
<b>Total Fixed Income</b>		<b>\$714,900.00</b>
<b>Account Total</b>		<b>\$2,926,004.11</b>

**Your Representative(s)**

**Xander Nguyen**

(763) 497-1490

xnguyen@pmanetwork.com

**Steve Pumper**

(612) 509-2565

spumper@pmanetwork.com

*Representatives are associated with PMA Securities, LLC*

**Minnesota ISD #414**  
504 N. Monroe St.  
Minneota, MN 56264



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



# MNTrust Monthly Statement

Minnesota ISD #414

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

IS 7/1/2025 - 7/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
11420208	07/02/2025	07/02/2025	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
11446740	07/24/2025	07/24/2025	Online Wire Redemption	(\$200,000.00)	\$0.00	\$1.000	(200,000.000)
11436773	07/28/2025	07/28/2025	Phone Wire Redemption, Debt service '16A,'16B, & '18A	(\$88,356.25)	\$0.00	\$1.000	(88,356.250)
11436779	07/28/2025	07/28/2025	Phone Wire Redemption, Debt Service '18B,'23A, & '23B	(\$79,143.75)	\$0.00	\$1.000	(79,143.750)
11453810	07/30/2025	07/30/2025	State Funds Purchase, ISD 0414	\$0.00	\$186,362.36	\$1.000	186,362.360
11455787	07/31/2025	07/31/2025	State Funds Purchase, ISD 0414	\$0.00	\$17,804.09	\$1.000	17,804.090
	07/31/2025	07/31/2025	Total Dividend Reinvestment	\$0.00	\$8,298.46	\$1.000	8,298.460
				<b>(\$517,500.00)</b>	<b>\$212,464.91</b>		<b>(305,035.090)</b>

Beginning Market Value: \$2,516,139.20 | Ending Market Value: \$2,211,104.11



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

7/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par	Market Value
IS				07/31/2025		IS Account Balance	\$2,211,104.11	4.229%	\$1.000	\$2,211,104.11	\$2,211,104.11
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>\$2,926,004.11</b>			<b>\$2,960,456.52</b>	<b>\$2,926,004.11</b>

**Time and Dollar Weighted Average Portfolio Yield:** 4.164%

**Weighted Average Portfolio Maturity:** 245.27 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	75.567%	\$2,211,104.11	IS Account
CD	24.433%	\$714,900.00	Certificate of Deposit

## Index

**Cost** is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

**Rate** is the average monthly yield for pool 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 or the balance at statement date for pool 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" for fixed term investments or the balance at statement date for pool investments.

## Deposit Codes

N	Single FEIN
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# MNTrust Monthly Statement

Minnesota ISD #414

**Please Note:**

THE FUND WILL BE CLOSED SEPTEMBER 1ST IN OBSERVANCE OF THE LABOR DAY HOLIDAY

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

7/1/2025 - 7/31/2025

<b>Investment Pool Summary</b>		<b>IS</b>
Beginning Market Balance		\$386,227.51
Dividends		\$1,387.41
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$387,614.92
Average Monthly Rate		4.229%
NAV / Share Price		\$1.000
<b>Total</b>		<b>\$387,614.92</b>
<b>Total Fixed Income</b>		<b>\$318,152.34</b>
<b>Account Total</b>		<b>\$705,767.26</b>

**Your Representative(s)**

**Xander Nguyen**

(763) 497-1490

xnguyen@pmanetwork.com

**Steve Pumper**

(612) 509-2565

spumper@pmanetwork.com

*Representatives are associated with PMA Securities, LLC*

**Minnesota ISD #414**  
504 N. Monroe St.  
Minnesota, MN 56264



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



# MNTrust Monthly Statement

Minnesota ISD #414

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

IS 7/1/2025 - 7/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	07/31/2025	07/31/2025	Total Dividend Reinvestment	\$0.00	\$1,387.41	\$1.000	1,387.410
				\$0.00	\$1,387.41		1,387.410

Beginning Market Value: \$386,227.51 | Ending Market Value: \$387,614.92



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

7/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par	Market Value
IS				07/31/2025		IS Account Balance	\$387,614.92	4.229%	\$1.000	\$387,614.92	\$387,614.92
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	\$99,662.31
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>\$705,767.26</b>			<b>\$737,235.30</b>	<b>\$714,027.23</b>

**Time and Dollar Weighted Average Portfolio Yield:** 5.030%

**Weighted Average Portfolio Maturity:** 38.64 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	54.921%	\$387,614.92	IS Account
SEC	12.951%	\$91,402.34	Securities
CD	32.128%	\$226,750.00	Certificate of Deposit

## Index

**Cost** is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

**Rate** is the average monthly yield for pool 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 or the balance at statement date for pool 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" for fixed term investments or the balance at statement date for pool investments.

### Deposit Codes

N | Single FEIN

### Security Codes

6 | Treasury Note



# MNTrust Monthly Statement

Minnesota ISD #414

**Please Note:**

THE FUND WILL BE CLOSED SEPTEMBER 1ST IN OBSERVANCE OF THE LABOR DAY HOLIDAY

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

7/1/2025 - 7/31/2025

<b>Investment Pool Summary</b>		<b>IS</b>
Beginning Market Balance		\$1,184,998.10
Dividends		\$4,256.67
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$1,189,254.77
Average Monthly Rate		4.229%
NAV / Share Price		\$1.000
<b>Total</b>		<b>\$1,189,254.77</b>
<b>Total Fixed Income</b>		<b>\$782,796.88</b>
<b>Account Total</b>		<b>\$1,972,051.65</b>

**Your Representative(s)**

**Xander Nguyen**

(763) 497-1490

xnguyen@pmanetwork.com

**Steve Pumper**

(612) 509-2565

spumper@pmanetwork.com

*Representatives are associated with PMA Securities, LLC*

**Minnesota ISD #414**  
504 N. Monroe St.  
Minneota, MN 56264



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



# MNTrust Monthly Statement

Minnesota ISD #414

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

IS 7/1/2025 - 7/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	07/31/2025	07/31/2025	Total Dividend Reinvestment	\$0.00	\$4,256.67	\$1.000	4,256.670
				<b>\$0.00</b>	<b>\$4,256.67</b>		<b>4,256.670</b>

Beginning Market Value: \$1,184,998.10 | Ending Market Value: \$1,189,254.77



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

7/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par	Market Value
IS				07/31/2025		IS Account Balance	\$1,189,254.77	4.229%	\$1.000	\$1,189,254.77	\$1,189,254.77
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	\$199,324.62
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>\$1,972,051.65</b>			<b>\$2,050,127.81</b>	<b>\$1,988,579.39</b>

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

**Weighted Average Portfolio Maturity:** 39.26 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	60.305%	\$1,189,254.77	IS Account
SEC	9.269%	\$182,796.88	Securities
CD	30.425%	\$600,000.00	Certificate of Deposit

## Index

**Cost** is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

**Rate** is the average monthly yield for pool 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 or the balance at statement date for pool 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" for fixed term investments or the balance at statement date for pool investments.

### Deposit Codes

N | Single FEIN

### Security Codes

6 | Treasury Note

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$429,703.83
02	Food Service Fund	\$10,176.83
04	Community Service	\$2,868.46
<b>Report Total</b>		<b>\$442,749.12</b>

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01	300 298 000 000 820	NIAAA/MNIAAA Membership Renewal	\$160.00		
PO#: 11186	Voucher #:	50706	Invoice	Invoice No: June/July 2025 Exp.	7/24/2025		Paid Amt:	\$160.00
			E 01	005 640 000 316 366	Staff Development - All Levels	\$2,080.00		
			E 02	005 770 000 701 366	Back to School Workshop - Food Service	\$600.00		
			E 02	005 770 000 701 401	Kitchen Supplies - First Aid Kit	\$14.80		
			E 01	005 810 000 000 401	Custodial Supplies - Portable Charger	\$105.99		
			E 01	005 257 000 000 401	Miscellaneous Tech Supplies	\$47.49		
			E 01	300 292 207 000 369	FCCLA National Expenses	\$15,123.39		
PO#:	Voucher #:	50705	Invoice	Invoice No: June/July 2025 Exp.	7/24/2025		Paid Amt:	\$17,971.67
			E 01	005 257 000 000 455	Green Light Clickers	\$136.80		
			E 01	005 257 000 000 455	Swanky Cable Cleaner Wipes for Screens	\$142.47		
			E 01	005 257 000 000 455	Webcams - 1080p	\$426.84		
			E 01	005 257 000 000 455	USB Charging Station	\$319.96		
			E 01	005 257 000 000 455	Dell Latitude 14 5450 (In place of Microsoft Surf.	\$1,355.00		
			E 01	005 257 000 000 455	Dell Latitude 14 5450 (In place of Microsoft Surf.	\$1,440.00		
			E 01	005 257 000 000 455	16GB RAM for Desktops	\$707.84		
			E 01	005 257 000 000 455	Lenovo Ideapad 14" [Staff secondary laptops]	\$10,399.80		
			E 01	005 257 000 000 455	HP Pavilion 2-in-1 laptop [school board]	\$4,405.80		
			E 01	005 257 000 000 455	25G DAC Cable - 0.5m	\$70.85		
			E 01	005 257 000 000 455	25G DAC Cable - 1m	\$15.83		
			E 01	005 257 000 000 455	25G DAC Cable - 1.5m	\$16.82		
			E 01	005 257 000 000 455	HP 17 Envy - 32GB RAM, 1TB SSD	\$1,469.02		
			E 01	005 257 000 000 455	100ft Cat6 cable (blue)	\$111.99		
			E 01	005 257 000 000 455	Cat 6 RJ45 ends - 100 Pack	\$15.29		
			E 01	005 257 000 000 455	10ft Power strips - 2 back	\$23.67		
			E 01	005 257 000 000 455	6ft power strips	\$62.99		
			E 01	005 257 000 000 455	Patch Cables - Cat6 10 pack - 5 feet - purple	\$109.12		
			E 01	005 257 000 000 455	Patch Cables - Cat6 10 pack - 7 feet - purple	\$89.16		
			E 01	005 257 000 000 455	Patch Cables - Cat6 10 pack - 7 feet - orange	\$31.34		
			E 01	005 257 000 000 455	Patch Cables - Cat6 20 pack - 5 feet - orange	\$42.12		
PO#: 11178	Voucher #:	50707	Invoice	Invoice No: June/July 2025 Exp.	7/24/2025		Paid Amt:	\$21,392.71
							Check Amount:	\$39,524.38
SBT	00127			COMMISSIONER OF REVENUE		Wire		
			B 01	215 013	ST TAX	\$1,940.32		
PO#:	Voucher #:	50710	Invoice	Invoice No: S2026020	7/25/2025		Paid Amt:	\$1,940.32

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 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			\$38.68	
PO#:	Voucher #:	50723	Invoice	Invoice No: S202602S0	7/25/2025	Paid Amt:	\$38.68	
			B 01 215 013	ST TAX			\$3,208.05	
PO#:	Voucher #:	50718	Invoice	Invoice No: S2025242	7/25/2025	Paid Amt:	\$3,208.05	
						Check Amount:	\$5,187.05	
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire		
			B 01 215 017	PERA			\$3,101.99	
PO#:	Voucher #:	50711	Invoice	Invoice No: S2026020	7/25/2025	Paid Amt:	\$3,101.99	
						Check Amount:	\$3,101.99	
SBT	00710			TEACHERS RETIREMENT		Wire		
			B 01 215 018	TRA			\$18,015.60	
PO#:	Voucher #:	50720	Invoice	Invoice No: S2025242	7/25/2025	Paid Amt:	\$18,015.60	
			B 01 215 018	TRA			\$4,187.51	
PO#:	Voucher #:	50712	Invoice	Invoice No: S2026020	7/25/2025	Paid Amt:	\$4,187.51	
						Check Amount:	\$22,203.11	
SBT	2313			Educators Benefit Consultants		Wire		
			B 01 215 000	PAYROLL DEDUCTIONS			\$1,276.38	
			B 01 215 085	MED FSA			\$700.00	
			B 01 215 086	PAYROLL DEDUCTIONS			\$645.83	
PO#:	Voucher #:	50714	Invoice	Invoice No: S2025242	7/25/2025	Paid Amt:	\$2,622.21	
			B 01 215 000	PAYROLL DEDUCTIONS			\$337.50	
			B 01 215 085	MED FSA			\$125.00	
PO#:	Voucher #:	50708	Invoice	Invoice No: S2026020	7/25/2025	Paid Amt:	\$462.50	
						Check Amount:	\$3,084.71	
SBT	3017			EFTPS		Wire		
			B 01 215 010	FICA/MD			\$7,125.42	
			B 01 215 011	FED TAX			\$3,133.60	
PO#:	Voucher #:	50709	Invoice	Invoice No: S2026020	7/25/2025	Paid Amt:	\$10,259.02	
			B 01 215 010	FICA/MD			\$13,908.28	
			B 01 215 011	FED TAX			\$5,697.26	
PO#:	Voucher #:	50716	Invoice	Invoice No: S2025242	7/25/2025	Paid Amt:	\$19,605.54	
			B 01 215 010	FICA/MD			\$139.62	
			B 01 215 011	FED TAX			\$28.75	
PO#:	Voucher #:	50722	Invoice	Invoice No: S202602S0	7/25/2025	Paid Amt:	\$168.37	
						Check Amount:	\$30,032.93	

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3022			Common Remitter		Wire		
		B 01 215 005		PAYANNU		\$200.34		
PO#:	Voucher #:	50719	Invoice	Invoice No: S2025242	7/25/2025		Paid Amt:	\$200.34
		B 01 215 005		PAYANNU		\$833.34		
PO#:	Voucher #:	50713	Invoice	Invoice No: S2026020	7/25/2025		Paid Amt:	\$833.34
		B 01 215 005		PAYANNU		\$584.17		
PO#:	Voucher #:	50715	Invoice	Invoice No: S2025242	7/25/2025		Paid Amt:	\$584.17
		B 01 215 005		PAYANNU		\$3,993.44		
PO#:	Voucher #:	50721	Invoice	Invoice No: S2025242	7/25/2025		Paid Amt:	\$3,993.44
							Check Amount:	\$5,611.29
SBT	2798			Minnesota Revenue		Wire		
		E 01 005 110 000 000 401		2nd Quarter - Sales Tax		\$64.00		
PO#:	Voucher #:	50731	Invoice	Invoice No: 2nd Qtr Sales Tax	7/29/2025		Paid Amt:	\$64.00
							Check Amount:	\$64.00
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire		
		B 01 215 027		Health Insurance - Payroll Deduction		\$40,438.70		
PO#:	Voucher #:	50740	Invoice	Invoice No: 712025	7/29/2025		Paid Amt:	\$40,438.70
							Check Amount:	\$40,438.70
SBT	01418			HORACE MANN		Wire		
		B 01 215 051		KL Auto Insurance - Payroll Deduction		\$757.36		
PO#:	Voucher #:	50738	Invoice	Invoice No: 220034A	7/29/2025		Paid Amt:	\$757.36
							Check Amount:	\$757.36
SBT	4275			Northeast Service Coop		Wire		
		B 01 215 032		Group Dental - Payroll Deduction		\$2,400.00		
PO#:	Voucher #:	50736	Invoice	Invoice No: 2314	7/29/2025		Paid Amt:	\$2,400.00
							Check Amount:	\$2,400.00
SBT	00127			COMMISSIONER OF REVENUE		Wire		
		B 01 215 013		ST TAX		\$2,191.91		
PO#:	Voucher #:	50755	Invoice	Invoice No: S2026030	8/8/2025		Paid Amt:	\$2,191.91
		B 01 215 013		ST TAX		\$3,219.07		
PO#:	Voucher #:	50749	Invoice	Invoice No: S2025243	8/8/2025		Paid Amt:	\$3,219.07
							Check Amount:	\$5,410.98
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire		
		B 01 215 017		PERA		\$3,288.07		
PO#:	Voucher #:	50756	Invoice	Invoice No: S2026030	8/8/2025		Paid Amt:	\$3,288.07
							Check Amount:	\$3,288.07

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	00710			TEACHERS RETIREMENT		Wire		
			B 01 215 018	TRA			\$18,015.45	
PO#:	Voucher #:	50751	Invoice	Invoice No: S2025243	8/8/2025	Paid Amt:	\$18,015.45	
			B 01 215 018	TRA			\$5,205.31	
PO#:	Voucher #:	50757	Invoice	Invoice No: S2026030	8/8/2025	Paid Amt:	\$5,205.31	
						Check Amount:	\$23,220.76	
SBT	2313			Educators Benefit Consultants		Wire		
			B 01 215 000	PAYROLL DEDUCTIONS			\$337.50	
			B 01 215 085	MED FSA			\$125.00	
PO#:	Voucher #:	50753	Invoice	Invoice No: S2026030	8/8/2025	Paid Amt:	\$462.50	
			B 01 215 000	PAYROLL DEDUCTIONS			\$1,276.38	
			B 01 215 085	MED FSA			\$700.00	
			B 01 215 086	PAYROLL DEDUCTIONS			\$645.83	
PO#:	Voucher #:	50745	Invoice	Invoice No: S2025243	8/8/2025	Paid Amt:	\$2,622.21	
						Check Amount:	\$3,084.71	
SBT	3017			EFTPS		Wire		
			B 01 215 010	FICA/MD			\$7,960.18	
			B 01 215 011	FED TAX			\$3,589.59	
PO#:	Voucher #:	50754	Invoice	Invoice No: S2026030	8/8/2025	Paid Amt:	\$11,549.77	
			B 01 215 010	FICA/MD			\$13,939.22	
			B 01 215 011	FED TAX			\$5,722.91	
PO#:	Voucher #:	50747	Invoice	Invoice No: S2025243	8/8/2025	Paid Amt:	\$19,662.13	
						Check Amount:	\$31,211.90	
SBT	3022			Common Remitter		Wire		
			B 01 215 005	PAYANNU			\$583.65	
PO#:	Voucher #:	50746	Invoice	Invoice No: S2025243	8/8/2025	Paid Amt:	\$583.65	
			B 01 215 005	PAYANNU			\$200.18	
PO#:	Voucher #:	50750	Invoice	Invoice No: S2025243	8/8/2025	Paid Amt:	\$200.18	
			B 01 215 005	PAYANNU			\$833.34	
PO#:	Voucher #:	50758	Invoice	Invoice No: S2026030	8/8/2025	Paid Amt:	\$833.34	
			B 01 215 005	PAYANNU			\$3,740.92	
PO#:	Voucher #:	50752	Invoice	Invoice No: S2025243	8/8/2025	Paid Amt:	\$3,740.92	
						Check Amount:	\$5,358.09	
SBT	2819			EMC Insurance Companies		Wire		
			E 01 005 760 000 720 340	Auto Insurance			\$1,334.31	

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

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 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	Property Insurance		\$20,114.78		
PO#:	Voucher #:	50776	Invoice	Invoice No: 7002364199	8/5/2025			Paid Amt:	\$21,449.09
								Check Amount:	\$21,449.09
SBT	52085 01568			Minneota Education Minnesota Organization		Check			
			B 01	215 028	DUES		\$1,169.44		
PO#:	Voucher #:	50717	Invoice	Invoice No: S2025242	7/25/2025			Paid Amt:	\$1,169.44
								Check Amount:	\$1,169.44
SBT	52086 4605			Cooperative Purchasing Connection		Check			
			E 02	005 770 000 701 305	24-25 School Year - Food Service Program		\$400.00		
PO#:	Voucher #:	50698	Invoice	Invoice No: 101441	7/25/2025			Paid Amt:	\$400.00
								Check Amount:	\$400.00
SBT	52087 00505			THE MINNEOTA MASCOT		Check			
			E 01	005 010 000 000 305	Ad - Help Wanted - 25-26 Year		\$42.00		
PO#:	Voucher #:	50700	Invoice	Invoice No: 90205	7/25/2025			Paid Amt:	\$42.00
			E 04	005 505 283 321 401	Ad - Defensive Driving Class		\$30.00		
PO#:	Voucher #:	50699	Invoice	Invoice No: 90206	7/25/2025			Paid Amt:	\$30.00
			E 01	005 010 000 000 305	Ad - Help Wanted - 25-26 School Year		\$42.00		
PO#:	Voucher #:	50702	Invoice	Invoice No: 90171	7/25/2025			Paid Amt:	\$42.00
			E 01	005 010 000 000 305	Ad - Help Wanted - 25-26 School Year		\$42.00		
PO#:	Voucher #:	50703	Invoice	Invoice No: 90136	7/25/2025			Paid Amt:	\$42.00
			E 01	005 010 000 000 305	Ad - Help Wanted - 25-26 School Year		\$42.00		
PO#:	Voucher #:	50704	Invoice	Invoice No: 90097	7/25/2025			Paid Amt:	\$42.00
			E 04	005 505 283 321 401	Ad - Defensive Driving Class		\$30.00		
PO#:	Voucher #:	50701	Invoice	Invoice No: 90172	7/25/2025			Paid Amt:	\$30.00
								Check Amount:	\$228.00
SBT	52088 4156			AED SUPERSTORE		Check			
			E 01	005 720 000 000 401	Philips HeartStart OnSite Adult Smart Pads - M:		\$356.00		
PO#:	Voucher #:	50691	Invoice	Invoice No: S04030674	7/25/2025			Paid Amt:	\$356.00
								Check Amount:	\$356.00
SBT	52089 3695			AP Design		Check			
			E 01	005 810 000 000 401	Custom Name Plates - 2 New Teachers		\$37.00		
PO#:	Voucher #:	50726	Invoice	Invoice No: 94832	7/25/2025			Paid Amt:	\$37.00
								Check Amount:	\$37.00
SBT	52090 2323			Borch Sporting Goods		Check			
			E 01	300 294 211 000 401	Wilson GTS Football		\$690.00		

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52090	2323		<b>Borch Sporting Goods</b>		Check
			E 01	300 294 211 000 401	Spalding Alpha Football	\$210.00
			E 01	300 294 211 000 401	Size Medium Douglas D2 Destroyer Shoulder P	\$280.00
			E 01	300 294 211 000 401	Size L Douglas D2 Destroyer Shoulder Pads	\$280.00
			E 01	300 294 211 000 401	Size XL Douglas D2 Destroyer Shoulder Pad	\$280.00
			E 01	300 294 211 000 401	Mueller Blue Mouth Guard	\$149.25
			E 01	300 294 211 000 401	Champro Single Wrist Coach	\$75.00
			E 01	300 294 211 000 401	Size XL Champro Practice Jersey	\$240.00
			E 01	300 294 211 000 401	Size 3XL Champro Practice Jersey	\$160.00
			E 01	300 294 211 000 401	Helmet Decals	\$450.00
			E 01	300 294 211 000 401	Misc. Mox Box Supplies	\$75.00
PO#: 11189	Voucher #:	50686	Invoice	Invoice No: AYA003119-YA03	7/25/2025	Paid Amt: \$2,889.25
						Check Amount: \$2,889.25
SBT	52091	3729		<b>Border States Electric</b>		Check
			E 01	005 865 000 370 401	2BLT4 LP840 N100	\$811.96
PO#:	Voucher #:	50730	Invoice	Invoice No: 930805854	7/25/2025	Paid Amt: \$811.96
						Check Amount: \$811.96
SBT	52092	3915		<b>CHAIR SLIPPERS</b>		Check
			E 01	005 810 000 000 401	CS200 Gray Medium Slipper	\$810.00
			E 01	005 810 000 000 401	Freight	\$85.99
PO#: 11214	Voucher #:	50728	Invoice	Invoice No: 17260	7/25/2025	Paid Amt: \$895.99
						Check Amount: \$895.99
SBT	52093	4606		<b>Charmtech Labs LLC</b>		Check
			E 01	005 640 000 316 366	Capti Professional Learning	\$1,000.00
			E 01	100 203 000 000 406	Capti ReadBasix	\$1,050.00
PO#: 11213	Voucher #:	50729	Invoice	Invoice No: 1820	7/25/2025	Paid Amt: \$2,050.00
						Check Amount: \$2,050.00
SBT	52094	00116		<b>CITY OF MINNEOTA</b>		Check
			E 01	100 790 000 000 369	Bounce Back Pool Rental	\$100.00
PO#:	Voucher #:	50687	Invoice	Invoice No: 2026 Pool Rental	7/25/2025	Paid Amt: \$100.00
						Check Amount: \$100.00
SBT	52095	4099		<b>Cole Papers Inc</b>		Check
			E 01	005 810 000 000 401	BTC002 BETCO 1000ML Pink Foaming Soap	\$658.60
			E 01	005 810 000 000 401	KCL090 Essential Jumbo Roll Bath Tissue	\$405.90
			E 01	005 810 000 000 401	IPL072 Black Can Liner	\$398.00
			E 01	005 810 000 000 401	BTC001 Toilet Bowl Cleaner	\$130.60
			E 01	005 810 000 000 401	MMC005 Disinfectant Cleaner Concentrate	\$290.67

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52095	4099		<b>Cole Papers Inc</b>		Check			
			E 01	005 810 000 000 401	TTC101A Blue Ocean Mist Scent	\$87.06			
			E 01	005 810 000 000 401	BTC122 Betco Fiberpro Gum Remover	\$71.96			
			E 01	005 810 000 000 401	BTC094 Betco Fiberpro ES Steam Carpet Clear	\$234.12			
			E 01	005 810 000 000 401	GJI5715 Green Cert Foam Hand Soap	\$58.76			
			E 01	005 810 000 000 401	KCL903 Ocean Airfreshener Refill	\$315.65			
			E 01	005 810 000 000 401	MMM2778 Purple Diamond Floor Pad	\$257.26			
			E 01	005 810 000 000 401	MMM5606 Burnishing Pad Tan	\$32.85			
			E 01	005 810 000 000 401	MMM8388 Red Buffer Pad	\$62.12			
			E 01	005 810 000 000 401	BTC012 Betco Fastdraw Ultra Floor Cleaner	\$592.25			
			E 01	005 810 000 000 401	BTC079 Becto Action Gap Fastdraw	\$0.00			
PO#: 11199	Voucher #:	50688	Invoice	Invoice No: 10602413	7/25/2025	Paid Amt:	\$3,595.80	Check Amount:	\$3,595.80
SBT	52096	4381		<b>Data Processing Design Inc.</b>		Check			
			E 01	005 810 000 000 320	7/12/25 - 8/11/25	\$30.99			
PO#:	Voucher #:	50697	Invoice	Invoice No: EGOLD-12130492	7/25/2025	Paid Amt:	\$30.99	Check Amount:	\$30.99
SBT	52097	3293		<b>Edmentum</b>		Check			
			E 01	100 203 000 000 406	Study Island: ELA Library - Program License	\$218.25			
			E 01	100 203 000 000 406	Study Island: Math Library - Program License	\$727.50			
			E 01	100 203 000 000 406	Study Island: Science Library - Program License	\$339.50			
PO#: 11171	Voucher #:	50695	Invoice	Invoice No: INV32630981	7/25/2025	Paid Amt:	\$1,285.25	Check Amount:	\$1,285.25
SBT	52098	4336		<b>Jessica Verly</b>		Check			
			E 01	005 760 000 723 360	Transportation Agreement - 7/15 - 7/17	\$168.08			
PO#:	Voucher #:	50694	Invoice	Invoice No: 7/15 - 7/17	7/25/2025	Paid Amt:	\$168.08		
			E 01	005 760 000 723 360	Transportation Agreement - 7/22 - 7/24	\$168.08			
PO#:	Voucher #:	50725	Invoice	Invoice No: 7/22 - 7/24	7/25/2025	Paid Amt:	\$168.08	Check Amount:	\$336.16
SBT	52099	2217		<b>MASSP</b>		Check			
			E 01	005 640 000 316 366	LL - MASSP New Administrators Launching Prog	\$650.00			
PO#:	Voucher #:	50727	Invoice	Invoice No: NALP2616	7/25/2025	Paid Amt:	\$650.00	Check Amount:	\$650.00

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52100	4607		Minnesota Hoist Inspection, Inc		Check			
			E 01	005 810 192 000 350	Estimate no. 2456		\$9,400.05		
PO#:	11210	Voucher #:	50724	Invoice	Invoice No: 3027	7/25/2025		Paid Amt:	\$9,400.05
								Check Amount:	\$9,400.05
SBT	52101	00602		Performance Foodservice - Marshall		Check			
			E 02	005 770 000 701 490	Food Service		\$1,700.43		
			E 02	005 770 000 707 490	Ala Carte		\$1,297.92		
			E 02	005 770 000 701 401	Supplies		\$945.42		
PO#:		Voucher #:	50692	Invoice	Invoice No: 7/31/2025 Stmt	7/25/2025		Paid Amt:	\$3,943.77
								Check Amount:	\$3,943.77
SBT	52102	3212		Riddell		Check			
			E 01	300 294 211 000 401	Helmets - Football		\$1,757.50		
PO#:		Voucher #:	50689	Invoice	Invoice No: 952352466	7/25/2025		Paid Amt:	\$1,757.50
			E 01	300 294 211 000 401	Helmets - Football		\$2,488.00		
PO#:		Voucher #:	50690	Invoice	Invoice No: 952355370	7/25/2025		Paid Amt:	\$2,488.00
								Check Amount:	\$4,245.50
SBT	52103	2785		SHI		Check			
			E 01	005 257 000 302 405	RNW or ADD Lumio Notebook 1 Yr Subscriptior		\$2,236.00		
PO#:	11182	Voucher #:	50696	Invoice	Invoice No: B20004927	7/25/2025		Paid Amt:	\$2,236.00
								Check Amount:	\$2,236.00
SBT	52104	4403		Sysco Western Minnesota, Inc.		Check			
			E 02	005 770 000 701 490	Food Service		\$4,661.80		
			E 02	005 770 000 707 490	Ala Carte		\$42.22		
			E 02	005 770 000 701 401	Supplies		\$221.74		
PO#:		Voucher #:	50693	Invoice	Invoice No: 7/31/2025 Stmt	7/25/2025		Paid Amt:	\$4,925.76
								Check Amount:	\$4,925.76
SBT	52105	00017		AMERICAN FAMILY ASSURANCE		Check			
			B 01	215 026	Life/Cancer Insurance - Payroll Deduction		\$779.26		
PO#:		Voucher #:	50739	Invoice	Invoice No: 706306	7/29/2025		Paid Amt:	\$779.26
								Check Amount:	\$779.26
SBT	52106	3303		Legal Shield		Check			
			B 01	215 033	Legal Insurance - Payroll Deduction		\$181.40		
PO#:		Voucher #:	50732	Invoice	Invoice No: 07/15/2025	7/29/2025		Paid Amt:	\$181.40
								Check Amount:	\$181.40

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52107	1080		MN NCPERS Life Insurance		Check			
			B 01 215 025	Life Insurance - Payroll Deduction		\$16.00			
PO#:	Voucher #:	50735	Invoice	Invoice No: 185001082025	7/29/2025	Paid Amt:	\$16.00		
						Check Amount:	\$16.00		
SBT	52108	2490		USAbLe Life		Check			
			B 01 215 027	Life Insurance - Payroll Deduction		\$44.80			
PO#:	Voucher #:	50734	Invoice	Invoice No: 0005764018	7/29/2025	Paid Amt:	\$44.80		
			B 01 215 027	Life Insurance - Payroll Deduction		\$109.20			
PO#:	Voucher #:	50733	Invoice	Invoice No: 0005764012	7/29/2025	Paid Amt:	\$109.20		
						Check Amount:	\$154.00		
SBT	52109	4518		VSP Insurance Co (CT)		Check			
			B 01 215 034	Vision Insurance - Payroll Deduction		\$215.78			
PO#:	Voucher #:	50737	Invoice	Invoice No: July 1 2025	7/29/2025	Paid Amt:	\$215.78		
						Check Amount:	\$215.78		
SBT	52110	01568		Minneota Education Minnesota Organization		Check			
			B 01 215 028	DUES		\$1,171.68			
PO#:	Voucher #:	50748	Invoice	Invoice No: S2025243	8/8/2025	Paid Amt:	\$1,171.68		
						Check Amount:	\$1,171.68		
SBT	52111	2065		Lamination Depot		Check			
			E 01 100 203 000 000 401	S15G251 Trulam 1.5 Mil		\$239.94			
PO#: 11211	Voucher #:	50741	Invoice	Invoice No: 183268	8/4/2025	Paid Amt:	\$239.94		
						Check Amount:	\$239.94		
SBT	52112	3651		One Office Solution		Check			
			E 01 005 110 000 000 401	White Paper - 8.5x11		\$3,880.00			
			E 01 005 110 000 000 401	Copy Paper - Blue		\$109.90			
			E 01 005 110 000 000 401	Copy Paper - Lunar Be		\$173.80			
			E 01 005 110 000 000 401	Copy Paper - Golden Rod		\$109.90			
			E 01 005 110 000 000 401	Copy Paper - Lilac		\$119.90			
			E 01 005 110 000 000 401	Copy Paper - Colored		\$109.90			
PO#:	Voucher #:	50742	Invoice	Invoice No: 615931-00	8/4/2025	Paid Amt:	\$4,503.40		
						Check Amount:	\$4,503.40		
SBT	52113	4604		Ronald T Bullard Jr		Check			
			E 01 005 257 000 302 466	UPS Shipping		\$86.00			
			E 01 005 257 000 302 466	Anchor Audio IEC25 25' Black Power Cable		\$26.00			
			E 01 005 257 000 302 466	Anchor Audio SS-550 Speaker Stand		\$145.00			
			E 01 005 257 000 302 466	Anchor Audio WH-LINK Handheld Wireless Mic		\$722.00			

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52113	4604		Ronald T Bullard Jr		Check			
			E 01	005 257 000 302 466	Anchor Audio LIB3U2 Liberty 3 Portable System		\$1,992.00		
PO#: 11197	Voucher #:	50743	Invoice	Invoice No: 4751	8/4/2025			Paid Amt: \$2,971.00	
								Check Amount: \$2,971.00	
SBT	52114	00505		THE MINNEOTA MASCOT		Check			
			E 01	005 010 000 000 305	Legal Notice - Request for Bids		\$112.00		
PO#:	Voucher #:	50744	Invoice	Invoice No: 90375	8/4/2025			Paid Amt: \$112.00	
								Check Amount: \$112.00	
SBT	52115	4250		American Welding & Gas, Inc		Check			
			E 01	300 301 000 830 433	Acetylene Cylinder		\$19.22		
			E 01	300 301 000 830 433	Oxygen 174595 Cylinder		\$19.22		
			E 01	300 301 000 830 433	Argon/CO2 Mix Cylinder		\$67.27		
			E 01	300 301 000 830 433	Safety & Compliance		\$18.21		
PO#:	Voucher #:	50766	Invoice	Invoice No: 0011015620	8/5/2025			Paid Amt: \$123.92	
								Check Amount: \$123.92	
SBT	52116	2927		Big Stone Therapies, Inc.		Check			
			E 01	005 404 000 740 394	PT Mileage		\$11.20		
			E 01	005 404 000 740 394	PT Drive Time		\$51.68		
			E 01	005 404 000 740 394	PT		\$133.96		
PO#:	Voucher #:	50772	Invoice	Invoice No: 29478	8/5/2025			Paid Amt: \$196.84	
								Check Amount: \$196.84	
SBT	52117	00240		Brad's Market		Check			
			E 01	100 203 000 000 430	Bounce Back Snacks		\$11.00		
			E 01	300 298 239 000 401	Concessions		\$2,983.80		
PO#:	Voucher #:	50780	Invoice	Invoice No: 7/31/25 Statement	8/5/2025			Paid Amt: \$2,994.80	
								Check Amount: \$2,994.80	
SBT	52118	3420		CAMFIL USA, INC		Check			
			E 01	005 865 000 380 350	855144012 24x20x4		\$99.55		
			E 01	005 865 000 380 350	855144011 24x24x4		\$103.29		
			E 01	005 865 000 380 350	049880012 24x20x2		\$11.31		
			E 01	005 865 000 380 350	049880005 24x24x2		\$13.58		
PO#: 11195	Voucher #:	50769	Invoice	Invoice No: 30572154	8/5/2025			Paid Amt: \$227.73	
								Check Amount: \$227.73	

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52119	4208		COORDINATED BUSINESS SYSTEMS		Check			
			E 01 005 257 000 302 560	Monthly Useage - 7/1 - 7/31			\$1,545.28		
PO#:	Voucher #:	50762	Invoice	Invoice No: INV478915	8/5/2025			Paid Amt:	\$1,545.28
								Check Amount:	\$1,545.28
SBT	52120	01527		FRANKS ELECTRIC & PLUMBING INC		Check			
			E 01 005 865 000 370 350	Rewire Shop Door			\$278.00		
PO#:	Voucher #:	50778	Invoice	Invoice No: 26855-C	8/5/2025			Paid Amt:	\$278.00
			E 01 005 865 000 380 350	Work on AC Units - IT Rooms			\$770.00		
			E 01 005 865 000 380 350	Mini Split Motor			\$721.82		
PO#:	Voucher #:	50777	Invoice	Invoice No: 26867-C	8/5/2025			Paid Amt:	\$1,491.82
								Check Amount:	\$1,769.82
SBT	52121	00275		GISLASON'S HARDWARE		Check			
			E 01 005 810 000 000 401	Custodial Supplies			\$224.98		
			E 01 300 301 000 830 433	Shop Supplies - HS			\$9.76		
PO#:	Voucher #:	50771	Invoice	Invoice No: 7/31/25 Stmt	8/5/2025			Paid Amt:	\$234.74
								Check Amount:	\$234.74
SBT	52122	01175		MINN. ELEVATOR SERVICE, INC.		Check			
			E 01 005 865 000 347 305	August Monthly Service			\$207.01		
PO#:	Voucher #:	50764	Invoice	Invoice No: 1140799	8/5/2025			Paid Amt:	\$207.01
								Check Amount:	\$207.01
SBT	52123	1828		Minneota Building Materials		Check			
			E 01 300 301 000 830 433	Shop Supplies - HS - Building Trades			\$54.97		
PO#:	Voucher #:	50770	Invoice	Invoice No: 7/31/2025 Stmt	8/5/2025			Paid Amt:	\$54.97
								Check Amount:	\$54.97
SBT	52124	4372		Minnesota High School Volleyball Showcase		Check			
			E 01 300 296 227 000 369	2025 VB Showcase - 9/19 & 9/20			\$325.00		
PO#:	Voucher #:	50763	Invoice	Invoice No: 2025 VB Showcase	8/5/2025			Paid Amt:	\$325.00
								Check Amount:	\$325.00
SBT	52125	00528		MUSIC STREET		Check			
			E 01 300 258 233 000 350	Tenor Sax Repair			\$95.00		
			E 01 300 258 233 000 350	Alto Sax Repair			\$85.00		
			E 01 300 258 233 000 350	Clarinet Repair			\$65.00		
			E 01 300 258 233 000 350	Clarinet Repair			\$65.00		
			E 01 300 258 233 000 350	Bari Sax Repair			\$130.00		
			E 01 300 258 233 000 350	French Horn Repair			\$80.00		
			E 01 300 258 233 000 350	Euphonium Repair			\$90.00		

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52125	00528		MUSIC STREET		Check
			E 01	300 258 233 000 350	Euphonium Repair	\$90.00
			E 01	300 258 233 000 350	French Horn Repair	\$95.00
			E 01	300 258 233 000 350	Baritone Repair	\$85.00
			E 01	300 258 233 000 350	Trumpet Repair	\$65.00
			E 01	300 258 233 000 350	Valve Trombone Repair	\$80.00
			E 01	300 258 233 000 350	Baritone Repair	\$85.00
			E 01	300 258 233 000 350	Bass Clarinet Repair	\$80.00
			E 01	300 258 233 000 350	Baritone Repair	\$85.00
			E 01	300 258 233 000 350	Euphonium Repair	\$90.00
			E 01	300 258 233 000 350	Euphonium Repair	\$90.00
			E 01	300 258 233 000 350	French Horn Repair	\$95.00
			E 01	300 258 233 000 350	Tuba Repair	\$95.00
			E 01	300 258 233 000 350	Trumpet Repair	\$65.00
			E 01	300 258 233 000 350	Tuba Repair	\$105.00
			E 01	300 258 233 000 350	French Horn Repair	\$80.00
			E 01	300 258 233 000 350	Tuba Repair	\$95.00

PO#: Voucher #: 50773 Invoice Invoice No: 205024888 8/5/2025 Paid Amt: \$1,990.00  
 Check Amount: \$1,990.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52126	1932		Scholastic Magazines		Check
			E 01	100 203 000 000 430	S Buysse - Scholastic News	\$281.25
			E 01	100 203 000 000 430	K Dalager - Lets Find Out	\$218.75
			E 01	100 203 000 000 430	K Dalager - Science Spin	\$34.65
			E 01	100 203 000 000 430	S Domeier - Scope	\$199.80
			E 01	100 203 000 000 430	K Gades - Scholastic News	\$137.50
			E 01	100 203 000 000 430	S Guza - Scholastic Action	\$99.90
			E 01	100 203 000 000 430	J Josephson - Superstem	\$164.78
			E 01	100 203 000 000 430	K Schumacher - Scholastic News	\$218.75
			E 01	100 203 000 000 430	C Van Keulen - Scholastic Action	\$99.90
			E 01	100 203 000 000 430	H Webskowski - Scholastic News	\$218.75
			E 01	100 203 000 000 430	Shipping	\$167.43

PO#: Voucher #: 50767 Invoice Invoice No: M7599794 8/5/2025 Paid Amt: \$1,841.46  
 Check Amount: \$1,841.46

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52127	00892		SCHOOL SPECIALTY, INC		Check
			E 01	100 203 000 000 401	081933 School Smart 8 Tab Divider	\$18.80
			E 01	100 203 000 000 401	2103388 Ivory Cardstock 250	\$25.73

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52127	00892		SCHOOL SPECIALTY, INC		Check			
			E 01	100 203 000 000 401	Freight		\$11.95		
PO#: 11203	Voucher #:	50768	Invoice	Invoice No: 208135982019	8/5/2025			Paid Amt: \$56.48	
								Check Amount: \$56.48	
SBT	52128	2021		SIMPLEXGRINNELL LP		Check			
			E 01	005 865 000 363 305	Annual Invoice - Service Agreement		\$2,888.35		
PO#:	Voucher #:	50775	Invoice	Invoice No: 24881424	8/5/2025			Paid Amt: \$2,888.35	
								Check Amount: \$2,888.35	
SBT	52129	00211		SW/WC SERVICE COOPERATIVES		Check			
			E 01	005 257 000 302 465	Dell Pro 16 in Laptop		\$5,246.52		
			E 01	005 257 000 302 465	WD19 Docking Station		\$432.78		
			E 01	005 257 000 302 465	Dell Pro Slim Desktop QCS1250		\$8,197.56		
PO#: 11141	Voucher #:	50765	Invoice	Invoice No: 79417	8/5/2025			Paid Amt: \$13,876.86	
			E 01	005 257 000 000 401	Dell Docking Station Pro Dock SD 25		\$106.32		
PO#:	Voucher #:	50779	Invoice	Invoice No: 79487	8/5/2025			Paid Amt: \$106.32	
			E 01	005 110 000 000 820	1/3 RMIC Business/SMART Contract		\$4,064.00		
			E 01	005 110 000 000 820	1/3 RMIC MARSS Contract		\$668.47		
			E 01	005 110 000 000 820	1/3 EOHSM Contract		\$1,918.00		
			E 01	005 865 000 352 305	25-26 Health & Safety Services Contract		\$1,299.43		
PO#:	Voucher #:	50781	Invoice	Invoice No: 7/31/25 Stmt	8/5/2025			Paid Amt: \$7,949.90	
								Check Amount: \$21,933.08	
SBT	52130	2477		Total Fire Protection		Check			
			E 01	005 865 000 363 305	Materials - Sprinkler System Leak		\$107.38		
			E 01	005 865 000 363 305	Labor - Jeremiah		\$552.50		
			E 01	005 865 000 363 305	Truck Charge		\$150.00		
			E 01	005 865 000 363 305	Fuel Surcharge		\$60.00		
PO#:	Voucher #:	50774	Invoice	Invoice No: 25435	8/5/2025			Paid Amt: \$869.88	
								Check Amount: \$869.88	
SBT	52131	2313		Educators Benefit Consultants		Check			
			E 01	005 110 000 000 401	2024 Forfeitures/Overspend		\$1,474.89		
PO#:	Voucher #:	50782	Invoice	Invoice No: NI2514	8/5/2025			Paid Amt: \$1,474.89	
								Check Amount: \$1,474.89	
SBT	52132	4608		Independent School District 281		Check			
			E 01	300 211 000 000 390	2024-25 Care & Treatment - AH		\$1,768.13		
PO#:	Voucher #:	50783	Invoice	Invoice No: 0000039554	8/5/2025			Paid Amt: \$1,768.13	
								Check Amount: \$1,768.13	

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52133	4116		MINNEOTA CAR WASH LLC		Check		
			E 01	005 760 000 720 350	Better Car Wash - 4/21	\$36.00		
			E 01	005 760 000 720 350	Better Car Wash - 6/16	\$36.00		
PO#:	Voucher #:	50784	Invoice	Invoice No: 246	8/5/2025	Paid Amt:	\$72.00	
						Check Amount:	\$72.00	
SBT	52134	00211		SW/WC SERVICE COOPERATIVES		Check		
			E 01	005 720 000 374 185	2024-25 School Nurse Support Staff	\$2,250.27		
			E 01	005 740 000 374 185	2024-25 School Social Worker - Support Staff	\$2,459.43		
			E 01	005 720 000 374 185	2024-25 School Nurse Support Staff	(\$2,250.27)		
			E 01	005 720 000 374 316	2024-25 School Nurse Support Staff	\$2,250.27		
			E 01	005 740 000 374 185	2024-25 School Social Worker - Support Staff	(\$2,459.43)		
			E 01	005 740 000 374 316	2024-25 School Social Worker - Support Staff	\$2,459.43		
PO#:	Voucher #:	50787	Invoice	Invoice No: 7/31/25 Stmt	8/5/2025	Paid Amt:	\$4,709.70	
			E 01	005 401 000 740 396	Speech Summer Billing - Salary	\$12,813.50		
			E 01	005 401 000 740 397	Speech Summer Billing - Benefits	\$4,356.59		
			E 01	005 401 000 740 366	Speech Summer Billing - Travel	\$1,493.66		
			E 01	005 405 000 740 396	Deaf/HOH Summer Billing - Salary	\$6,349.25		
			E 01	005 401 000 740 396	Speech Summer Billing - Salary	\$10,779.75		
			E 01	005 401 000 740 397	Speech Summer Billing - Benefits	\$3,665.11		
			E 01	005 401 000 740 366	Speech Summer Billing - Travel	\$1,256.39		
			E 01	005 404 000 740 396	OT Summer Billing - Salary	\$3,466.75		
			E 01	005 420 000 740 396	Psychologist Billing - Salary	\$19,461.50		
PO#:	Voucher #:	50786	Invoice	Invoice No: 7/31/25 Stmt	8/5/2025	Paid Amt:	\$63,642.50	
			E 01	005 401 000 740 396	Speech Summer Billing - Salary	\$1,222.51		
			E 01	005 401 000 740 397	Speech Summer Billing - Benefits	\$415.65		
			E 01	005 401 000 740 366	Speech Summer Billing - Travel	\$142.54		
			E 01	005 404 000 740 396	OT Summer Billing - Salary	\$745.72		
			E 01	005 404 000 740 397	OT Summer Billing - Benefits	\$253.54		
			E 01	005 404 000 740 366	OT Summer Billing - Travel	\$160.27		
			E 01	005 405 000 740 396	Deaf/HOH Summer Billing - Salary	\$544.57		
			E 01	005 405 000 740 397	Deaf/HOH Summer Billing - Benefits	\$185.15		
			E 01	005 405 000 740 366	Deaf/HOH Summer Billing - Travel	\$48.60		
PO#:	Voucher #:	50785	Invoice	Invoice No: 7/31/25 Stmt	8/5/2025	Paid Amt:	\$3,718.55	
						Check Amount:	\$72,070.75	

Detail Payment Register By Check

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52135	02024		MN BCA		Check			
			E 01 005 110 000 000 401	LD Background Check		\$15.00			
PO#:	Voucher #:	50788	Invoice	Invoice No:	LD Background Check	8/5/2025	Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
SBT	52136	02024		MN BCA		Check			
			E 01 005 110 000 000 401	JS Background Check		\$15.00			
PO#:	Voucher #:	50789	Invoice	Invoice No:	JS Background Check	8/5/2025	Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
SBT	52137	2313		Educators Benefit Consultants		Check			
			E 01 005 110 000 000 305	2nd Quarter - April, May, June		\$125.00			
			E 01 005 110 000 000 305	April, May, June		\$32.32			
PO#:	Voucher #:	50790	Invoice	Invoice No:	37016	8/6/2025	Paid Amt:	\$157.32	
							Check Amount:	\$157.32	
SBT	52138	4009		AG PLUS COOPERATIVE		Check			
			E 01 005 760 000 720 440	Bus Fuel		\$373.74			
			E 01 005 760 000 720 440	Van Fuel		\$196.14			
			E 01 005 760 000 720 350	Tires, Oil Change, etc.		\$62.92			
PO#:	Voucher #:	50804	Invoice	Invoice No:	7/31/25 Stmt	8/13/2025	Paid Amt:	\$632.80	
							Check Amount:	\$632.80	
SBT	52139	4099		Cole Papers Inc		Check			
			E 01 005 810 000 000 401	NS 20" Purple Diamond Floor Pads		\$257.26			
PO#:	Voucher #:	50796	Invoice	Invoice No:	10611304	8/13/2025	Paid Amt:	\$257.26	
							Check Amount:	\$257.26	
SBT	52140	4076		EMS CUSTOM EDUCATION LLC		Check			
			E 01 300 240 000 000 430	EMR Initial Registration EMSRB and CPR Card		\$990.00			
PO#:	Voucher #:	50806	Invoice	Invoice No:	98306	8/13/2025	Paid Amt:	\$990.00	
							Check Amount:	\$990.00	
SBT	52141	4161		GimKit, Inc		Check			
			E 01 300 211 000 000 405	Access to Gimkit Pro for up to 20 educators		\$650.00			
PO#: 11167	Voucher #:	50791	Invoice	Invoice No:	LH0AASX-0001	8/13/2025	Paid Amt:	\$650.00	
							Check Amount:	\$650.00	
SBT	52142	4374		Granite Telecommunications		Check			
			E 01 005 810 000 000 320	Monthly Usage Statement		\$240.50			
PO#:	Voucher #:	50800	Invoice	Invoice No:	709441982	8/13/2025	Paid Amt:	\$240.50	
							Check Amount:	\$240.50	

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

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52143	3399		<b>IXL Learning</b>		Check			
			E 01	100 203 000 000 406	Grades 3-8 Subjects: Math, ELA, and Science		\$5,687.50		
			E 01	100 203 000 000 406	Grades PK-2, 9-11 Subjects: Math and ELA		\$6,093.75		
PO#: 11165	Voucher #:	50794	Invoice	Invoice No: S537585	8/13/2025		Paid Amt: \$11,781.25		
							Check Amount: \$11,781.25		
SBT	52144	00385		<b>JOSTEN'S</b>		Check			
			E 01	005 010 000 000 401	Honor Certificates		\$38.75		
			E 01	005 010 000 000 401	Honor Certificate Covers		\$163.75		
			E 01	005 010 000 000 401	Freight		\$34.90		
PO#: 11224	Voucher #:	50797	Invoice	Invoice No: 37388993	8/13/2025		Paid Amt: \$237.40		
							Check Amount: \$237.40		
SBT	52145	3987		<b>KAJEET</b>		Check			
			E 01	005 257 000 302 405	Cradlepoint NCM License Renewal - 1yr, Mobile		\$381.60		
			E 01	005 257 000 302 405	Custom 5GB		\$724.32		
			E 01	005 257 000 302 405	Network: Verizon		\$0.00		
PO#: 11223	Voucher #:	50793	Invoice	Invoice No: INV40078	8/13/2025		Paid Amt: \$1,105.92		
							Check Amount: \$1,105.92		
SBT	52146	4126		<b>KDS REPAIR LLC</b>		Check			
			E 01	005 760 000 720 350	Fuel Filter - John Deere		\$10.70		
			E 01	005 760 000 720 350	Fuel Filter - John Deere		\$19.98		
PO#:	Voucher #:	50803	Invoice	Invoice No: 1502	8/13/2025		Paid Amt: \$30.68		
							Check Amount: \$30.68		
SBT	52147	00332		<b>MARSHALL INDEPENDENT</b>		Check			
			E 01	005 110 000 000 305	Coaching Position Posting		\$399.68		
PO#:	Voucher #:	50799	Invoice	Invoice No: 083319	8/13/2025		Paid Amt: \$399.68		
							Check Amount: \$399.68		
SBT	52148	02024		<b>MN BCA</b>		Check			
			E 01	005 110 000 000 401	TT Background Check		\$15.00		
PO#:	Voucher #:	50805	Invoice	Invoice No: TT Background Check	8/13/2025		Paid Amt: \$15.00		
							Check Amount: \$15.00		
SBT	52149	3999		<b>NELNET BUSINESS SOLUTIONS - FACTS</b>		Check			
			E 04	701 590 000 353 305	St Edwards Nelnet Services		\$589.46		
PO#:	Voucher #:	50801	Invoice	Invoice No: CI-000463411	8/13/2025		Paid Amt: \$589.46		
							Check Amount: \$589.46		

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

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52150	3870		<b>Newsela</b>		Check		
			E 04	701 590 000 351 460	St Edwards - Newsela		\$2,000.00	
PO#:	Voucher #:	50807	Invoice	Invoice No: Q-163184	8/13/2025	Paid Amt:	\$2,000.00	
						Check Amount:	\$2,000.00	
SBT	52151	00560		<b>OTTERTAIL POWER CO</b>		Check		
			E 01	005 810 184 000 330	School Building Electricity		\$7,400.95	
			E 01	005 810 184 000 330	Ballfield Electricity		\$405.06	
			E 01	005 810 184 000 330	Liftpump Electricity		\$47.93	
			E 01	005 810 184 000 330	Garage Electricity		\$28.38	
PO#:	Voucher #:	50798	Invoice	Invoice No: 7/31/2025 Stmt	8/13/2025	Paid Amt:	\$7,882.32	
						Check Amount:	\$7,882.32	
SBT	52152	4018		<b>PEMBERTON LAW, P.L.L.P</b>		Check		
			E 01	005 010 000 000 305	Professional Services		\$122.00	
PO#:	Voucher #:	50792	Invoice	Invoice No: 57	8/13/2025	Paid Amt:	\$122.00	
						Check Amount:	\$122.00	
SBT	52153	3780		<b>REGENTS OF THE UNIVERSITY OF MN</b>		Check		
			E 01	100 203 000 000 430	Complete Classroom Kit - Series 1		\$1,620.00	
			E 01	100 203 000 000 430	Complete Classroom Kit - Series 2		\$810.00	
			E 01	100 203 000 000 430	Complete Classroom Kit - Series 3		\$810.00	
PO#: 11221	Voucher #:	50795	Invoice	Invoice No: 0290081828	8/13/2025	Paid Amt:	\$3,240.00	
						Check Amount:	\$3,240.00	
SBT	52154	00505		<b>THE MINNEOTA MASCOT</b>		Check		
			E 01	005 010 000 000 305	Help Wanted - 25-26 School Year		\$36.00	
PO#:	Voucher #:	50808	Invoice	Invoice No: 90428	8/13/2025	Paid Amt:	\$36.00	
			E 04	005 505 283 321 401	Defensive Driving Posting		\$30.00	
PO#:	Voucher #:	50817	Invoice	Invoice No: 90267	8/13/2025	Paid Amt:	\$30.00	
			E 01	005 010 000 000 305	Help Wanted - 25-26 School Year		\$36.00	
PO#:	Voucher #:	50810	Invoice	Invoice No: 90337	8/13/2025	Paid Amt:	\$36.00	
			E 04	005 505 283 321 401	Defensive Driving Posting		\$30.00	
PO#:	Voucher #:	50816	Invoice	Invoice No: 90429	8/13/2025	Paid Amt:	\$30.00	
			E 01	005 010 000 000 305	Help Wanted - 25-26 School Year		\$36.00	
PO#:	Voucher #:	50809	Invoice	Invoice No: 90374	8/13/2025	Paid Amt:	\$36.00	
			E 01	005 010 000 000 305	Help Wanted - 25-26 School Year		\$36.00	
PO#:	Voucher #:	50811	Invoice	Invoice No: 90299	8/13/2025	Paid Amt:	\$36.00	
			E 04	005 505 283 321 401	Defensive Driving Ad		\$30.00	
PO#:	Voucher #:	50814	Invoice	Invoice No: 90338	8/13/2025	Paid Amt:	\$30.00	

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

Check Number: 52085-2147483647 Payment Date: 07/24/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52154	00505		<b>THE MINNEOTA MASCOT</b>		Check		
			E 01	005 010 000 000 305	School Board Minutes - June 2025		\$168.00	
PO#:	Voucher #:	50802	Invoice	Invoice No: 90434	8/13/2025	Paid Amt:	\$168.00	
			E 04	005 505 283 321 401	Defensive Driving Posting		\$30.00	
PO#:	Voucher #:	50815	Invoice	Invoice No: 90373	8/13/2025	Paid Amt:	\$30.00	
			E 01	005 010 000 000 305	Help Wanted - 25-26 School Year		\$36.00	
PO#:	Voucher #:	50812	Invoice	Invoice No: 90266	8/13/2025	Paid Amt:	\$36.00	
			E 04	005 505 283 321 401	Defensive Driving Ad		\$30.00	
PO#:	Voucher #:	50813	Invoice	Invoice No: 90300	8/13/2025	Paid Amt:	\$30.00	
						Check Amount:	\$498.00	
SBT	52155	2323		<b>Borch Sporting Goods</b>		Check		
			E 02	005 770 000 701 401	Ghost 17 - Tennis Shoes		\$135.00	
PO#:	Voucher #:	50820	Invoice	Invoice No: AAK160204-AK00	8/18/2025	Paid Amt:	\$135.00	
			E 02	005 770 000 701 401	W-Bondi 9 - Tennis Shoes		\$157.50	
PO#:	Voucher #:	50821	Invoice	Invoice No: AAK160099-AK00	8/18/2025	Paid Amt:	\$157.50	
						Check Amount:	\$292.50	
SBT	52156	3729		<b>Border States Electric</b>		Check		
			E 01	005 865 000 370 401	2BLT4 40L ADP EZ1		\$405.98	
PO#:	Voucher #:	50819	Invoice	Invoice No: 930946531	8/18/2025	Paid Amt:	\$405.98	
						Check Amount:	\$405.98	
SBT	52157	4099		<b>Cole Papers Inc</b>		Check		
			E 01	005 810 000 000 401	Quick Change Wood Dust Mop		\$11.07	
			E 01	005 810 000 000 401	Quick Change Wood Dust Mop Hand		\$11.85	
			E 01	005 810 000 000 401	Black Can Liner		\$597.00	
			E 01	005 810 000 000 401	Scott Essential Jumbo Roll		\$608.85	
			E 01	005 810 000 000 401	White 2Ply Kitchen Roll Towel		\$182.05	
			E 01	005 810 000 000 401	Scott Essential Hi Cap White		\$699.60	
PO#:	Voucher #:	50825	Invoice	Invoice No: 10613316	8/18/2025	Paid Amt:	\$2,110.42	
						Check Amount:	\$2,110.42	
SBT	52158	3120		<b>Impact Applications Inc</b>		Check		
			E 01	300 298 000 000 401	Impact Concussion Testing Renewal		\$550.00	
PO#: 11246	Voucher #:	50822	Invoice	Invoice No: 20252056	8/18/2025	Paid Amt:	\$550.00	
						Check Amount:	\$550.00	

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

Check Number: 52085-2147483647    Payment Date: 07/24/2025-8/31/2025    Period: 202601-202602    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52159	3709		MINNEOTA FOOTBALL BOOSTERS		Check			
			E 01	005 810 000 000 401	Softener Salt Bags		\$441.00		
PO#:	Voucher #:	50818	Invoice	Invoice No: 012	8/18/2025			Paid Amt:	\$441.00
								Check Amount:	\$441.00
SBT	52160	00451		MINNESOTA SAFETY COUNCIL		Check			
			E 04	005 505 283 321 401	DT251 - Coach Defensive Driver Workbooks		\$69.00		
PO#:	Voucher #:	50823	Invoice	Invoice No: 3180745	8/18/2025			Paid Amt:	\$69.00
								Check Amount:	\$69.00
SBT	52161	02024		MN BCA		Check			
			E 01	005 110 000 000 401	SV - Background Check		\$15.00		
PO#:	Voucher #:	50824	Invoice	Invoice No: Background Check	8/18/2025			Paid Amt:	\$15.00
								Check Amount:	\$15.00
								Report Total:	\$442,749.12

**LEADERSHIP**

**REPORTS**

# MHS Activities and CE Report

August 2025

## CURRENT

**Cross Country** 10 runners from Minnesota. First meet Aug 25 @ Lakeview

**Football** 90 players registered. Scrimmage @ TMB Aug 23, First game Aug 28 v Minnesota Valley Lutheran @ 4:00p in New Ulm. \*\*\*MVL shares the field with Cathedral and Public in New Ulm. Public has home at 7p so MVL plays at 4p

**Volleyball** 61 players registered. Scrimmage Aug 14 in Minnesota. First game Aug 21 at Redwood.

**Community Ed:** Youth football practice started Aug 14. Have added teams to the league. Youth volleyball camp week of Aug 26. 4H classes: Home Alone (fall), Robots & Rockets (winter), Babysitting (spring).

## OTHER

**Arbiter transition:** Uncovering several “inconveniences” that they did not account for. I.E. family cap, F/R lunch rates, editing of fees. Have been spending hours on the phone trying to get these figured out. Currently have to track all of this by hand in a separate document :(

**Hall of Fame:** Have the class of 2025 set. K.P. Komeplien, Harold Haugejorde, Sandi Smith, Taylor Reiss, 1985 Football Team. Induction weekend will be during Bug Days. Halftime introductions and post game social on Sept 5, Ceremony Sept 6 at 1p at the Komp, Parade on Sept 7.

- ❑ Enrollment as of 8/15/25 is 298
  - ❑ PreK: 45 (prek screening may likely lead to more)
  - ❑ K: 38
  - ❑ 1: 30
  - ❑ 2: 45
  - ❑ 3: 33
  - ❑ 4: 42
  - ❑ 5: 32
  - ❑ 6: 33
- ❑ Elementary additions (11) and drops (4) **since June/Up 7 students**

❑ **Student Learning and Achievement**

→ **MCAs**

	Grade 3	Grade 4	Grade 5	Grade 6
Reading	<u>Minneota</u> 75.61%	<u>Minneota</u> 70.97%	<u>Minneota</u> 78.79%	<u>Minneota</u> 65.79%
	<u>State</u> 46.14%	<u>State</u> 46.29%	<u>State</u> 57.09%	<u>State</u> 54.13%
Math	<u>Minneota</u> 88.10%	<u>Minneota</u> 83.87%	<u>Minneota</u> 60.61%	<u>Minneota</u> 39.47%
	<u>State</u> 57.93%	<u>State</u> 55.60%	<u>State</u> 42.94%	<u>State</u> 40.10%



# Elementary Updates

## School Board Report

Nicolle Johnston

It's GREAT to be Back!



❑ **Important Events**

- ❑ First Day of school 8/20
- ❑ First Fire Drill 8/26
- ❑ Bus Safety 8/28
- ❑ First Lockdown Drill 9/4
- ❑ Elementary School Pictures 9/11

## Grades 3-6 Achievement Gaps (SpEd/GenEd)

### Math

- 2024 Gap: 50.43%
- 2025 Gap: 33.29%
- Change: Gap decreased by 17.14 percentage points

### Reading

- 2024 Gap: 58.91%
- 2025 Gap: 52.97%
- Change: Gap decreased by 5.94 percentage points

### What Our Numbers Mean

Math (2025 gap = 33.29%)

GenEd students scored about 33 points higher than SpEd students in proficiency. Last year, that difference was about 50 points, **so the gap narrowed significantly.**

Reading (2025 gap = 52.97%)

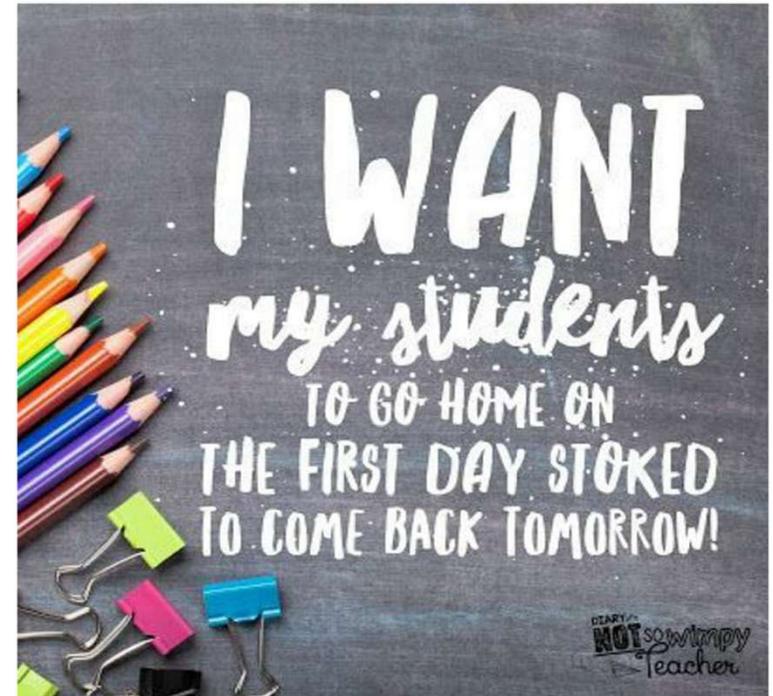
GenEd students scored about 53 points higher than SpEd students in proficiency. Last year, it was 59 points, **so there's improvement, but the gap is still large.**

### Why It Matters

Narrowing the gap means SpEd students' performance is getting closer to GenEd students' performance, which reflects better equity in outcomes.



- ❑ **Staffing Updates**
  - ❑ Jo Schroeffer - Full-Time Para Sub
- ❑ **Legislative Updates**
  - ❑ Teacher Observations



# High School

## August 2025 – Board Report

### Current Updates

- The school year has started out great!!
- New Communications
  - ◆ Staff Scrolls
  - ◆ Clan Chronicles
  - ◆ Clan Guardians
- Enrollment
  - ◆ Adds
    - 9 from Ivanhoe
    - 7 from St. Edwards
    - 8 from other districts
  - ◆ Drops
    - 4 to other districts
    - 1 to online school
- PSEO courses start on August 25

### Upcoming Events

- Homecoming Week
  - ◆ September 22 – 26
  - ◆ Planning has starting for Festivities
  - ◆ Coronation is Monday, September 22
- PBIS
  - ◆ Slow integration
  - ◆ Increasing communication
  - ◆ Will be starting in September

# SUPERINTENDENT'S REPORT

 Workshop Week

 Start of the School Year

 Student Enrollment and Mobility

Elementary:            6 OUT            11 IN

**NET +5**

High School:            6 OUT            24 IN

**NET +18**

 Average Section Size of 18:1

 Student Attendance = 97.4%

 Ivanhoe



**CONSENT**

**AGENDA**

# MINNEOTA PUBLIC SCHOOLS – ISD #414

## JULY 23, 2025 SCHOOL BOARD REGULAR MEETING MINUTES

---

A Regular Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, July 23, 2025 at 7:00 am in the Conference Room.

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

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

School Board Members shared points of Viking Pride, including recognition of the work the building custodians have done and the accomplishments of the Clay Target Team and of FCCLA.

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

Motion by Skorczewski, second by Runia, to approve the payment of bills and the check register as presented. Motion passed unanimously, with Mead abstaining.

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

Motion by Skorczewski, second by Buysse, to approve the 2<sup>nd</sup> reading of five handbooks. Motion passed unanimously.

Motion by Runia, second by Hennen, to accept the bid from AgPlus for petroleum products for 2025-2026. Motion passed unanimously, with Skorczewski abstaining.

Motion by Mead, second by Skorczewski, to accept the bid from Brad's Market for bread and baked goods for 2025-2026. Motion passed unanimously.

Motion by Skorczewski, second by Runia, to accept the bid from Prairie Farms for dairy products for 2025-2026. Motion passed unanimously.

The Board reviewed Long-Term Facilities Maintenance [LTFM] revenue projections.

Motion by Runia, second by Hennen, to approve the LTFM 10-year expenditures application. Motion passed unanimously.

Motion by Skorczewski, second by Mead, to approve the Fiscal Year 27 application for LTFM revenue Statement of Assurances. Motion carried unanimously.

Motion by Buysse, second by Hennen, to approve a Resolution adopting the School District's Fiscal Year 27 LTFM Plan. Motion carried unanimously by roll call vote.

Motion by Skorczewski, second by Runia, to approve a Resolution Establishing combined polling places for multiple precincts and designating hours during which the polling places will remain open for voting for school district elections not held on the day of a statewide election Motion carried unanimously by roll call vote.

Motion by Mead, second by Runia, to approve a Resolution for designation of the Identified Official With Authority for Education Identity Access Management for the MDE external user access recertification system for 2025-2026. Motion passed unanimously by roll call vote.

The 2025-2026 High School Faculty Handbook was reviewed for the 1<sup>st</sup> Reading.

Motion by Buysse, second by Mead, to approve 14 policies with substantive updates required because of the 2025 legislative session. Motion carried unanimously.

Motion by Buysse, second by Mead, to conduct the 1<sup>st</sup> Reading of 7 policies and procedures. Motion passed unanimously.

Motion by Skorczewski, second by Buysse, to move the November 26, 2025 School Board Meeting to Monday, November 24, with the starting time remaining at 5:30 pm. Motion passed unanimously.

Motion by Mead, second by Buysse, to Approve a Resolution for Acceptance of Gifts/Donations/Grants. Motion passed unanimously by roll call vote.

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

The meeting was adjourned at 7:46 am.

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Martin Hennen, Clerk

## Consent Agenda Personnel Items - August 2025

<b>New Contract or New Hire</b>			
<b>Name</b>	<b>Position</b>	<b>Salary-Wages</b>	<b>Effective Date</b>
Shannon Sorensen	Junior Class/Prom Co-Adivser	\$791.50	2025-2026 School Year
Rebecca Johnson	Junior Class/Prom Co-Adivser	\$791.50	2025-2026 School Year
Ian Myhre	Part-Time Custodian	\$12.50/hour	2025-2026 School Year
Jolene Schroepfer	Permanent Substitute	\$22.44/hour	2025-2026 School Year
Michelle Hunt	Weight Room Supervisor	\$20.00/hour	2025-2026 School Year
Aleia Bueltel	Weight Room Supervisor	\$20.00/hour	2025-2026 School Year
Jadyn Krier	Weight Room Supervisor	\$20.00/hour	2025-2026 School Year
<b>Modification of Contract</b>			
<b>Name</b>	<b>Position</b>	<b>Salary-Wages</b>	<b>Effective Date</b>
Karen Dalager	BA to BA+15	BA to BA+15	2025-2026 School Year

## Scott Monson

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**From:** Tara Skorczewski  
**Sent:** Thursday, August 21, 2025 11:23 AM  
**To:** Scott Monson  
**Subject:** UPDATED Open Enrollments for Board

**Importance:** High

- ⇒ Kindergartener from Ivanhoe
- ⇒ Two Kindergarteners from Marshall
- ⇒ 1<sup>st</sup> Grader from Marshall
- ⇒ 1<sup>st</sup> Grader from Ivanhoe
- ⇒ 2<sup>nd</sup> Grader from Ivanhoe
- ⇒ 4<sup>th</sup> Grader from Marshall
- ⇒ 4<sup>th</sup> Grader from Ivanhoe
- ⇒ Three 5<sup>th</sup> Graders from Ivanhoe
- ⇒ 7<sup>th</sup> Grader from Hendricks
- ⇒ 9<sup>th</sup> Grader from Marshall
- ⇒ 11<sup>th</sup> Grader from Marshall

**STATE OF MINNESOTA**  
**MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
**Minnesota West Community & Technical College**  
**INCOME CONTRACT**  
**POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT**

This contract is by and between Minneota Public School, ISD 414, 504 N Monroe St, Minneota, MN 56264 (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota West Community and Technical College, 1450 College Way, Worthington, MN 56187, (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

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

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

NOW, THEREFORE, it is agreed:

1. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:
  - a. The school district will assist the student in applying to the college and provide test scores (Accuplacer or ACT) and transcripts to the college.
    - i. Accuplacer testing can be coordinated through the college at no cost to the high school
    - ii. Multiple measures placement will also be used; the school district should confer with college advisors on placement questions
  - b. Students need to complete the colleges PSEO STUDENT REGISTRATION FORM
    - i. The school district does not need to complete the MDE (Minnesota Department of Education) Notice of Student Registration form (NOSR).
    - ii. Classroom kits/supplies that are required for a Career Technical Education (later referred to as CTE) course may be paid for through Rural CTE Legislative grant funds. These grant funds must be accessed through SWSC or the local school districts LYFT Pathway grant award.
    - iii. Students are responsible for the cost of certification test (i.e. Certified Nursing Assistant CNA), background checks, and/or vaccinations (unless alternative arrangements have been made)

2. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:
  - a. College advisors provide guidance on placement questions
  - b. PSEO CTE students do not need to complete a registration form, the college Advisor will directly work with students for course registration
  - c. The college will provide guidance and deadlines for textbook return and work with the school district to arrange returns as needed
  
3. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:
  - a. PSEO coursework is offered to high school students through Minnesota West Community & Technical College during the 2025-2026 school year.
  - b. The contract covers both traditional PSEO and PSEO CTE courses
  - c. The 2025-2026 state rate for PSEO tuition will be charged \$248.37 per semester credit, subject to change if the Minnesota Department of Education rate is updated.
  - d. Books for PSEO coursework will be printed editions when available. Per statute 124D.09, textbooks are the property of the college.
    - i. The school district will be billed for any textbooks that are not returned to the college within two weeks after the course ends. Any books that are returned in an unsellable condition will be billed to the school district at the rate charged at the Minnesota West Bookstore.
    - ii. Lab kits, access codes, workbooks, or other consumables will be billed at the rate charged at the Minnesota West Bookstore. These items are considered one student use items. They will be billed at the beginning of the term with tuition.
    - iii. In the event that a student drops a course at the beginning of the term during the add/drop period the school district will return the books and materials immediately. Books and materials not returned to college within one week of the drop deadline will be billed for replacement at the beginning of the term. Books and materials must be returned in the same condition they were sold. Access codes, kits, & other one time use items will be billed to the school district if the student alters the condition of the material.
    - iv. Books are shipped from our college fulfillment center and are ordered online. Student will use their student identification number to charge books to the PSEO program, school districts will be billed shipping for each order completed. PSEO students should not place any rental books in the cart or pay for any materials using their personal credit card. Shipping Rates are subject to change.
  - e. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (<https://www.revisor.mn.gov/statutes/cite/124D.09>) and Minnesota State Board Policy 3.5 (<https://www.minnstate.edu/board/policy/305.html>) and System Procedure 3.5.1 (<https://www.minnstate.edu/board/procedure/305p1.html>)

4. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT:
  - i. The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbook per credit hour per student as follows:
  - ii. Rate based on MDE rate, subject to change if current legislature makes a change to school districts general education funding.
  - iii. Some courses may have additional lab fees and the cost per credit will be more than the noted rate.

Academic Year	Rate
2025-2026	\$248.37 (two hundred forty-eight and 37/100) Per credit hour

- iv. Other non-required costs related to course specific software and tools are the responsibility of the student.

5. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

- a. Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT after the 20th day of the fall and spring semester start.
- b. Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within forty five (45) days of the SCHOOL DISTRICT receiving the invoice.

6. TERM OF CONTRACT. This contract shall be effective on July 1, 2025, or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later, and shall remain in effect until June 30, 2026, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

This agreement is effective for the 2025-2026 Academic Year(s).

7. CANCELLATION. Termination by the SCHOOL DISTRICT shall be allowed only at the end of a semester. The SCHOOL DISTRICT must provide the COLLEGE/UNIVERSITY with written notice prior to the following semester starting.

8. AUTHORIZED REPRESENTATIVES.

- a. COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:

Name and title: Daniel de Moraes or his/her successor

Address: 1450 College Way, Worthington, MN 56187

Telephone: 507-372-3434

E-Mail: [daniel.demoraes@mnwest.edu](mailto:daniel.demoraes@mnwest.edu)

- b. SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name and title: Scott Monson/Superintendent or his/her successor

Address: 504 N Monroe St, Minneota, MN 56264

Telephone: 507-872-6175

E-Mail: [Scott.Monson@minneotaschools.org](mailto:Scott.Monson@minneotaschools.org)

The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 5, paragraph b.

9. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.
10. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.
11. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
12. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

13. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.
14. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
15. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.
16. FORCE MAJEURE. No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.
17. OTHER PROVISIONS. (Attach additional page(s) if necessary): NONE

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

**APPROVED:**

**1. SCHOOL DISTRICT: Minneota Public School, ISD 414**

**School District certifies that the appropriate person(s) have executed the contract on behalf of the School District as required by applicable articles, by-laws, resolutions, or ordinances.**

By (authorized signature)
Title
Printed Name
Date

**2. MINNESOTA STATE COLLEGES AND UNIVERSITIES**

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

By (authorized college/university initiating agreement)
Title
Printed Name
Date

**3. MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**AS TO FORM AND EXECUTION:**

By (authorized college/university initiating agreement)
Title
Printed Name
Date

Dear Superintendent,

United Community Action Partnership Head Start would like to acknowledge and thank you for the positive relationship we have enjoyed with the Early Childhood Staff in your school district over the years. We desire to continue that relationship for the upcoming school year by renewing the MOUs and LEA agreements.

Following the Head Start Program Performance Standards and the Head Start Act, Head Start programs must obtain formal Interagency Agreements (LEA's) and Memorandums of Understanding (MOU's) with the local school districts and do so annually. Enclosed please find both an Interagency Agreement and MOU for the 2025-2026 school year. These documents are based on the agreement between the Minnesota Department of Education has with Head Start. It delineates the roles and responsibilities of United Community Action Partnership Head Start and the Public School District. Please read the enclosed LEA agreement and MOU. If acceptable, please sign or E-sign each agreement and keep one copy for your records.

If you have any questions, please contact Jamie Sorgatz at (320) 235- 0850 ext. 1606 or Dr. Mary Lockhart-Findling at (320) 235-0850 ext. 1621. Thank you for taking the time to look over the enclosed documents. We look forward to the continued work with your school district.

Sincerely,

Jamie Sorgatz

Disability & Mental Health Coordinator

[Jamies@unitedcapmn.org](mailto:Jamies@unitedcapmn.org)

Mary Lockhart-Findling, PhD

Program Director, UCAP Head Start

[Maryl@unitedcapmn.org](mailto:Maryl@unitedcapmn.org)



**A Memorandum of Understanding Between  
Minneota Public School District #414 and  
United Community Action Partnership Head Start**

**I. Parties to the Agreement**

- A. Minneota Public School District #414 and;
- B. United Community Action Partnership Head Start

**II. Purpose of Agreement**

- A. To improve availability and the quality of services for the geographic service area of United Community Action Partnership Head Start's children, birth through age five, and their families
- B. To support children's optimal development and readiness for school entry and success
- C. To respond to the specific circumstances of the local community, including individuals experiencing homelessness, seasonal workers, or those with limited English proficiency.
- D. To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate
- E. To promote further collaboration to reduce duplication and enhance the efficiency of services
- F. To define the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services
- G. Coordinate a comprehensive system of activities, policies, and procedures among the named parties that guide and support their delivery of services to children and their families

**III. Program Descriptions**

- A. United Community Action Partnership Head Start provides services to children and their families in Kandiyohi, Meeker, Renville, McLeod, Lincoln, Lyon, Redwood, Cottonwood and Jackson counties.
- B. Head Start is a nation-wide Federal grant program funded by the U.S. Department of Health and Human Services. It is a comprehensive child development program for families with young children in the areas of education, social services, health, and family involvement. Head Start preschool programs are for children from prenatal to 5 years of age and their families.

Head Start is mandated to assume a leadership role in the development of partnerships with community agencies and service providers. Each Head Start, Migrant and Seasonal, and American Indian/Alaska Native Head Start program must have a written agreement with the local school systems (LSS) or local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

C. Minneota Public School District #414 serves preschool children through School Readiness, a public program open to Minnesota children age three years to kindergarten. School districts offer early childhood programs and services unique to the needs of children and resources in their communities, with the goal of preparing children for kindergarten.

#### **IV. Authority**

Head Start's responsibility for coordination and collaboration with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the Head Start grantee is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."

#### **V. Guiding Principles**

- Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive services to prepare them for elementary school and to address any potential "achievement gap"
- Plan and implement strategies based on practice and research that have proven to support children's school success
- Respect the uniqueness of each locality's needs and resources
- Promote the involvement of members of the early care and education communities
- Share commitment, cooperation, and collaboration for a coordinated service delivery system

#### **VI. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation**

Minneota Public School District #414 and United Community Action Partnership Head Start will review and develop plans for the coordination, collaboration, alignment, and implementation of each of the following activities, as mandated by the Act.

A. Educational activities, curricular objectives, and instruction

1. 642(f) Implement a research-based early childhood curriculum that – (E) is aligned with the Head Start Child Outcomes Framework developed by the Secretary and, as appropriate, State early learning standards
2. 642A(3) Establish ongoing communications between the Head Start grantee and local educational agency for developing continuity of developmentally appropriate curricular objectives (which for the purpose of the Head Start program shall be aligned with the Head Start Child Outcomes Framework and, as appropriate, State early learning standards) and for shared expectations for children's learning and development as the children transition to school

B. Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs

1. 642(e)(1) Generate support and leverage the resources of the entire local community in order to improve school readiness
2. 642A(2) Establish ongoing channels of communication between Head Start staff and their counterparts in the schools (including teachers, social workers, local educational agency liaisons designated under section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432(g)(1)(J)(ii)), and health staff) to facilitate coordination of programs

C. Selection priorities for eligible children to be served by programs

1. 642A (13) Develop and implement a system to increase program participation of underserved populations of eligible children
2. 642(f)(10) Develop procedures for identifying children who are limited English proficient, and informing the parents of such children about the instructional services used to help children make progress towards acquiring the knowledge and skills described in section 641A(a)(1)(B) and acquisition of the English language
3. 641A(E) Include information on the innovative and effective efforts of the Head Start agencies to collaborate with the entities providing early childhood and development services or programs in the community and any barriers to such collaboration that the agencies encounter
4. 641(H) the plan of such applicant to coordinate and collaborate with other public or private entities providing early childhood education and development programs and services for young children in the community involved.

D. Definition of service areas Minnesota Public School District #414

E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development

1. 642A (4) Organize and participate in joint training, including transition-related training for school staff and Head Start staff

F. Program technical assistance

1. 642 (10) Link the services provided in such Head Start program with educational services, including services relating to language, literacy, and numeracy, provided by such local educational agency
2. 648(i) (e)(3) Encourage States to supplement the T/TA funds with Federal, State, or local funds other than funds made available, to expand training and technical assistance activities beyond Head Start agencies to include other providers of other early childhood education and development programs within a State

G. Provision of services to meet the needs of working parents, as applicable

1. 642(e) Coordinate activities to make resources available for full working-day and full calendar year available to children
2. 642(e)(3) Coordinate activities and collaborate with programs under the Child Care and Development Block Grant Act (42 U.S.C. 9858 et seq.)

H. Communication and parent outreach for smooth transitions to kindergarten

1. 642A (1) Develop and implement a systematic procedure for transferring, with parental consent, Head Start program records for each participating child to the school in which such child will enroll
2. 642 (5) Establish comprehensive transition policies and procedures that support children transitioning to school, including by engaging the local educational agency in the establishment of such policies
3. 642 (6) Conduct outreach to parents and elementary school (such as kindergarten) teachers to discuss the educational, developmental, and other needs of individual children
4. 642 (7) Help parents of limited English proficient children understand
  - (A) The instructional and other services provided by the school in which such child will enroll after participation in Head Start; and

(B) As appropriate, the information provided to parents of limited English proficient children under section 3302 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7012)

5. 642 (8) Develop and implement a family outreach and support program, in cooperation with entities carrying out parental involvement efforts under title I of the Elementary and Secondary Education Act (20 U.S.C. 6301 et seq.), and family outreach and support efforts under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), taking into consideration the language needs of parents of limited English proficient children
6. 642 (9) Assist families, administrators, and teachers in enhancing educational and developmental continuity and continuity of parental involvement in activities between Head Start services and elementary school classes
7. 642 (11) Help parents (including grandparents and kinship caregivers, as appropriate) to understand the importance of parental involvement in a child's academic success while teaching them strategies for maintaining parental involvement as their child moves from Head Start to elementary school
8. 642 (12) Help parents understand the instructional and other services provided by the school in which their child will enroll after participation in the Head Start program

#### I. Provision and use of facilities, transportation, and other program elements

1. 642(e)(4) (A) Collaborate on the shared use of transportation and facilities, in appropriate cases
  - (B) Collaborate to reduce the duplication and enhance the efficiency of services while increasing the program participation of underserved populations of eligible children
  - (C) Exchange information on the provision of non-educational services to such children

#### J. Other elements mutually agreed to by the parties

### **VII. Confidentiality**

All acknowledge confidentiality requirements that each grantee and agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. Each grantee and agency will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for the exercise of these rights must strictly be followed. Family Educational Rights and Privacy Act (FERPA) will be adhered to. (See 34CFR 303.460.)

**VIII. Dispute Resolution**

Parties will first attempt to resolve the dispute between or among themselves. All local agencies will ensure that a system is in place to resolve disputes and solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each grantee and agency.

**IX. Review of Agreement**

The agreement will be jointly reviewed periodically and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

**X. Term of Agreement**

The agreement will become effective immediately after being signed and dated by all parties. By signing the agreement each grantee and agency agrees to the terms. The signed agreement will be binding on all successors of parties to the agreement.

**XII. SIGNATURES**

**For the School District**

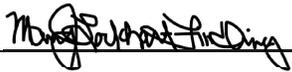
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Local Entity Representative

\_\_\_\_\_

Date

**For United Community Action Head Start**

 \_\_\_\_\_

Head Start Grantee Director

08/01/2025 \_\_\_\_\_

Date

**Interagency Agreement Between  
Minneota Public School District #414 and  
United Community Action Partnership, Inc. Head Start**

Minneota Public School District #414 and United Community Action Partnership, Inc. Head Start for the period beginning September 1, 2025 and continuing to August 31, 2026.

**I. Purpose**

The purpose of this Agreement is to establish working procedures between the above stated programs for the provision of special needs services to children ages birth through five in compliance with Federal and State laws and regulations.

**It is the intent of this agreement to:**

- a. Define which services will be provided by each program.
- b. Ensure that children eligible for Early Childhood Special Education services receive an appropriate education, as provided for by law.
- c. Ensure that each program cooperatively maintains communication and shares leadership responsibilities at the local level to ensure that available resources are utilized in the most effective manner.
- d. Ensure that cooperative arrangements between Minneota Public School District #414 and United Community Action Partnership Head Start are developed, implemented, and preserved.

*This agreement only applies to children, from birth until enrollment into kindergarten.*

**II. Responsibilities of United Community Action Partnership Head Start**

United Community Action Partnership Head Start will assume the following responsibilities to facilitate early identification and treatment of enrolled children to provide them with opportunities to participate in an integrated infant and preschool programming.

- a. To provide health and developmental screenings to meet the preschool screening requirements by the State of Minnesota for all United Community Action Partnership Head Start children who were not able to attend preschool screening with the district.

- b. To provide the names of United Community Action Partnership Head Start children who have completed a preschool screening at United Community Action Partnership Head Start to the Minneota Public School District #414.
- c. To facilitate evaluation of all United Community Action Partnership Head Start children with suspected disabilities by referring them through Help Me Grow to the Early Childhood Special Education program for assessment.
- d. To provide a full-inclusive educational experience and other United Community Action Partnership Head Start services to children with special needs enrolled in the United Community Action Partnership Head Start Program.
- e. To make reasonable accommodation for full program participation for children with special needs.
- f. Provide training to the United Community Action Partnership Head Start and Minneota Public School District #414 staff on full-inclusion best practices for children with special needs.
- g. To invite Minneota Public School District #414 staff to participate in United Community Action Partnership Head Start training workshops and/or technical assistance programs.
- h. To actively recruit children with suspected or diagnosed disabilities for the United Community Action Partnership Head Start program.
- i. To inform parents regarding kindergarten information meetings and help families participate in these meetings.
- j. To coordinate with Minneota Public School District #414 when a United Community Action Partnership Head Start child has an IEP/IFSP and is receiving Early Childhood Special Education services.
- k. To supply copies of physicals, immunizations, vision/hearing screenings, health histories and results of the developmental screenings of United Community Action Partnership Head Start children who are in Minneota Public School District #414.
- l. To provide information on children in the Minneota Public School District #414 who did not qualify for United Community Action Partnership Head Start so that they may be contacted for other preschool services.

### **III. Responsibilities of Minneota Public School District #414**

Minneota Public School District #414 will provide those services defined as their responsibilities under Federal and State laws and regulations. Specifically, the United Community Action Partnership Head Start Program will request the following services:

- a. To provide speech/language/ECSE, PT, OT and evaluations within 60 days upon referral for assessment of Part B services and within 45 days for Part C services.
- b. To inform the United Community Action Partnership Head Start Disability & Mental Health Coordinator and/or Head Start Teacher, in a timely manner, of upcoming meetings that involve a Head Start child or a potential Head Start child (such as: assessment summary reports, initial, annual, requested and transitional IEP/IFSP team meetings, child study meetings, etc.) so that a representative of United Community Action Partnership Head Start can be a part of the multidisciplinary team as required and be a support to the parents.
- c. To facilitate IEP/IFSP's with relevant United Community Action Partnership Head Start staff and child's parents or guardians for appropriate planning, placement, and follow-through. To support IEP/IFSP goals and accommodations in collaboration with United Community Action Partnership Head Start Staff and child's parents/guardians.
- d. To provide special education services.
- e. To provide an Early Childhood Special Education staff person as a referral/point of contact person.
- f. To invite United Community Action Partnership Head Start staff to participate in Early Childhood-sponsored workshops or trainings as appropriate.
- g. To refer children to the United Community Action Partnership Start Program as a placement option.
- h. To inform United Community Action Partnership Head Start when kindergarten information meetings are scheduled.

As representatives of United Community Action Partnership Community Action Agency, Inc., Head Start and Minneota Public School District #414, the undersigned concur with the above statements.

**For the School District**

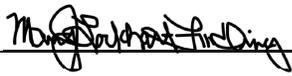
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Local Entity Representative

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Date

**For United Community Action Head Start**

 \_\_\_\_\_

Head Start Grantee Director

08/01/2025 \_\_\_\_\_

Date

**AGREEMENT FOR SHARED TEACHER POSITION FOR SCHOOL YEAR 2025-2026**

This Agreement, effective beginning July 1st, 2025, is made and entered into by and between Independent School District #403 of Ivanhoe, Minnesota, and Independent School District #414 of Minneota, Minnesota.

The parties are duly organized school districts pursuant to the laws of the State of Minnesota. The parties are desirous of participating together relative to the education of the students in both districts.

Ivanhoe Public Schools, ISD #403, agrees to purchase a portion of the teaching services of a licensed Special Education Teacher from Minneota, ISD #414. This agreement is for a .375 FTE prorated share of a 183 days contract for the fiscal year 2026.

Ivanhoe Public Schools, ISD #403, agrees to pay Minneota Public Schools, ISD #414:

- \$24,783 in 2025-2026 plus \$0.35/mile if using a Minneota Public School District vehicle
- This will be adjusted based upon teacher negotiations and/or a change of terms in this contract that would be mutually agreed upon by both parties.

Billing will be made from the Minneota Public Schools to the Ivanhoe Public Schools on a quarterly basis.

It is mutually understood and agreed that the intent of this agreement is that it shall be effective for the 2025-2026 school year and shall expire on June 30, 2026.

In the event that either of the districts wants to non-renew this agreement for the 2026-2027 school year, a written notice must be made no later March 1, 2026. If this notice is not made, the agreement will be updated and renewed for 2026-2027.

**Minneota Public Schools, ISD #414**

**Ivanhoe Public Schools, ISD #403**

\_\_\_\_\_  
Abby Thostenson, Board Chair

\_\_\_\_\_  
Becky Paluch, Board Chair

Date \_\_\_\_\_

Date \_\_\_\_\_

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

\_\_\_\_\_  
Becca Johnson, Board Clerk

Date \_\_\_\_\_

Date \_\_\_\_\_

# SPECIAL EDUCATION TRANSPORTATION CONTRACT

It is agreed that the Minneota Public School District, District No. 414, and [REDACTED] enter into this contract for the transportation of [REDACTED] to and from [REDACTED] home to ELC Montevideo.

Contract terms: commence Monday, August 25, 2025, and end Thursday, June 30, 2026.

Description of vehicle(s) to be used: Make \_\_\_\_\_  
Model Year \_\_\_\_\_  
Plate Number \_\_\_\_\_

Auto liability insurance coverage amounts \$ \_\_\_\_\_. [REDACTED] must provide a certificate of insurance indicating that the policy is current and a copy of [REDACTED] current driver's license. Parents must provide a safe and reasonable means of transportation which shall at all times be insured for liability.

The responsibility of the District for transportation shall be limited to the regular 2025-2026 school term. In addition, the following terms apply:

- a. Reimbursement is based on a rate per mile driven from [REDACTED] home to the Montevideo ELC and from the Montevideo ELC to [REDACTED].
- b. Reimbursement shall be limited to the actual mileage driven by [REDACTED].
- c. Reimbursement shall be paid only for days that [REDACTED] attends school in person.
- d. It is understood and agreed that the legal status of [REDACTED] under this Agreement is that of an Independent Contractor. In no manner shall [REDACTED] be deemed an employee of Minneota Public Schools and therefore is not entitled to any benefits associated with such employment.
- e. [REDACTED] may not assign any part of this contract.

*\*Reimbursement shall be paid at the rate of \$.70 per mile (approximately \$113 per day).*

Claims for reimbursement are to be submitted monthly. [REDACTED] must submit the claim within 30 days after the end of the claim period. The District will reimburse [REDACTED] within 30 days of receiving the claim.

Either party can cancel the contract by giving 30 days' written notice. APPROVED:

PARENT  
\_\_\_\_\_  
[REDACTED]

District  
\_\_\_\_\_  
Scott Monson, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PREVIOUS**

**BUSINESS**

# Minneota High School

## High School Faculty Handbook

### 20245-20256



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

504 N. Monroe  
Minneota, MN 56264  
<https://www.minneotaschools.org/>

**MINNEOTA HIGH SCHOOL**  
**20245-20256**

**Introduction**

The purpose of this handbook is to set forth rules and procedures and to provide information that may assist in the effective operation of our school. The purpose of every policy, instruction, or suggestion is intended to make school life more valuable to each child.

Our school exists for the learner, and all efforts should and must be directed toward that end. Education experiences in our school must be designed to help each child to the fullest possible extent, develop their physical, mental, and moral capacities so that they may enjoy a more happy and useful life.

It is hoped that the procedures outlined will be helpful in the organization and the functioning of our school life so that the achievement of our purpose may be realized. Also, it is hoped that these procedures will assist us as faculty members, not only by making our work more effective but also by making it more enjoyable through the organization.

**Accidents**

Any accident involving a student injury must be reported to the 7-12 Principal's office. The proper paperwork must be filed (pink accident report form), and parents must be notified if deemed necessary. The student should be checked out and cleared by the school nurse before returning to class. If a student has a head injury, the student must be evaluated by a school nurse. Even if it is a minor head injury or bump, the student still needs to be evaluated.

**Alcohol/Drugs**

The use or possession of alcohol or any drugs not medically prescribed is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, or while supervising or attending any school-sponsored program or event. Any employee who violates this policy will be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

**Assemblies**

All assemblies are to be attended by all the teachers when they are scheduled. Teachers are to assist in student supervision. Your presence at the event does much to assist in this area. Assemblies would include concerts, pep fests, lyceums, etc. If your class has been excused to attend an assembly, you should accompany your class to the event and remain there until the function or activity is over. Please sit with your students. It is your contractual right to get a prep period each day. If you need to take your prep, please notify the principal that you will be leaving to take your prep period.

**Attendance (Student)**

Attendance should be taken at the beginning of each period and submitted to the office as soon as possible via JMC. If you submit a student as "absent," but the student arrives without a pass from the office, please notify the office to change to "tardy." This also applies to students with a pass from other teachers since the office would be unaware of the situation.

All student absences must be excused by a parental note, e-mail, or phone call. Normally a student absent for one day will be given one school day for each day absent plus one day to make up what was missed in class. **To ensure uniformity and compliance, this policy should be enacted by all the teachers.** Exceptions may be cleared through the principal.

### **Classrooms**

The classroom is the teacher's place of business. It is not owned by the teacher but by the school district. It should be kept tidy and attractive and at the same time, function as a workshop. Teachers should strive for having an atmosphere of work and reveal interesting activities on the part of the teacher and student within their classroom. Each classroom teacher should assume the responsibility of directing students' attitudes in the matter of room care.

All classrooms should be locked when the teacher is out of the room. Lock your rooms during your lunch or prep if they are not being used and also at the end of the day when you leave. Do not give your key(s) to students to open rooms. Students are not to remain in classrooms unattended at any time.

### **General Supervision:**

1. Keep accurate records of absentees and tardy students.
2. Record students' book numbers and keep on file.
3. Have students place covers on textbooks.
4. Seating charts should be completed and kept current.
5. Start class promptly. Be on time.
6. Leave the room neat and orderly each night. Shut down the computer, pull the shades, and turn off the lights.
7. Be outside the room and actively supervise between class periods.
8. Never leave students unsupervised except in an emergency or at the express order of the administration.

### **Classroom Instruction**

It is our job as educators to provide a standards-based, rigorous curriculum for our students. Your lessons, assessments, and assignments/projects need to be standards-based. The State of Minnesota has developed these standards and it is required that we teach them. Teachers in Minnesota are expected to develop dynamic, modern lessons, challenge their students, hold them accountable, and be active in the classroom.

Teachers who use Google Classroom to post announcements and assignments must invite parents to the parent portal of Google Classroom. This will allow parents to keep up with their child's assignments and work completion.

### **Classroom Visitation**

The administration will visit your classrooms on an announced and unannounced basis. The length of time will vary from a few minutes to an entire class period or longer. If evaluated, as soon as it is convenient, the teacher will be asked to meet with the principal to go over and discuss the evaluation. A copy of the evaluation will be given to the teacher, and one will be placed in their personnel folder. Formal walkthroughs will be conducted three times per year, as described in the teacher evaluation plan.

## **Community Responsibility**

As interested and involved teachers, we should attempt to attend as many school functions as possible. The importance of this lies in the fact that the students will come to realize that their teachers do take a real interest in their achievements elsewhere, besides just the classroom. Teachers in a small community have to realize that they are a part of that community and thus should become involved in their organizations and important events.

## **Daily Schedule**

Classes begin at 8:05 and teachers are to be in either their rooms or in the hall outside their rooms by 7:45 AM. Please be in the hallway by 8:00AM for supervision. Students may remain after school only under supervision or by appointment with a teacher.

## **Detention**

Will take place on **Thursdays after school from 3:15 – 4:00 PM**. If you assign a student detention, you must inform the student that they have been assigned detention. You must also communicate with the student's parents by the end of the contract day via e-mail or phone call. You will need to contact the principal and the high school secretary through email that includes a brief summary of what happened so it can be documented on JMC.

## **Discipline and Guidance**

It is every adult's responsibility to enforce the rules of the Student Handbook, district policies, and administration expectations. You are responsible for knowing them and enforcing them. If you need assistance in enforcing the rules, please seek assistance from the principal.

Students and teachers should also understand that the authority of any teacher extends as far as his/her vision in the building, on the grounds, and at any school function, regardless of the students involved. Junior High instructors have just as much authority in dealing with a senior high student as they have in their own classrooms.

In spite of everything we do along these lines, there will be some cases that call for disciplinary action. On the whole, good teaching, and courses designed to meet the needs of students and conducted in line with their abilities, will reduce the number of such cases but not eliminate them. Thus, teachers should not hesitate to discuss these problems, take action, or request that action be taken as the case may be. Such action is good teaching rather than a reflection of the teacher.

## **Discipline Policy**

Establish a discipline policy before class begins and inform your students of that policy.

Talk to your peers. Find out how similar situations have been resolved. If you have questions or need advice in establishing a discipline policy, see the building principal.

## **Dismissal**

When classes are dismissed, students are tempted to rush down steps and halls (especially on the way to lunch). There will be no running in the building at any time. Teachers should be in the hall in areas of his or her classroom not only during dismissal but during all other passing times. Orderliness is a habit; prompt

action will make supervision easy, especially if every teacher will assume his or her responsibility. Lining up at the door and wasting instructional time is not allowed.

### **Dress Code**

Teachers are expected to dress professionally every day of the week. Jeans may only be worn with Minnesota apparel on Fridays.

### **Eligibility for Extra-Curricular Activities**

All students participating in extra-curricular and co-curricular activities whether sponsored by Minnesota High School League or not must comply with the rules and regulations set forth by the Board of Education, Minnesota Public School, and/or Minnesota State High School League rules.

### **Extra-curricular**

If you are assigned to an extra-curricular duty (coaching, advising, etc.), you will need to complete a voucher for payment upon completion of the activity. The amount of pay will be listed in the master agreement.

At the end of each season, coaches and advisors need to provide the Athletic Director with each student's extra-curricular information. Points are awarded based on guidelines in the students' activities handbook. Letters, insignia, bars, and/or certificates are earned based on points accumulated. If you need supplies/materials for an activity, check with the high school principal.

### **Faculty Absences**

Your attendance is very important to the success of your students each day. Before your absence, have your lesson plans to the high school office and uploaded to your digital platform for students.

If a faculty member should be too ill to be present on the job, the high school secretary **should be notified by 6:30 a.m.** so that an appropriate substitute might be contacted. The phone number to call is 828-6201 or 872-6640.

Faculty members who coach must have early dismissal for bus times approved by the Athletic Director and Principal.

### **Forms for Absences**

You will use Time Tracker to schedule or report an absence.

### **Faculty Meetings and Workshop/Inservice Days**

All staff members should be present for scheduled workshop/in-service days and faculty meetings. Any activities should be planned around the scheduled times for these faculty activities. The workshop/in-service days are provided so that the administration and faculty have an opportunity to prepare for school, complete end-of-the-year work, or receive training in meeting the educational goals of the district/state.

## **Faculty Mailboxes/Voice-Mail/E-Mail**

Mailboxes are provided in the main office for each teacher. Teachers should make daily checks of their boxes for special notices, mail, etc. that are placed therein. Please keep your mailboxes clean. Also, check your voice-mail and e-mail daily and respond to parents within 24 hours.

## **Field Trips**

Teachers are encouraged to take their students on field trips providing they are of definite educational value. Budgetary limitations will control such trips. There are three procedures to follow before you discuss a field trip with students:

1. Check with the Principal for approval, specifics of the field trip, and possible dates and times. Student trips will be categorized into three general areas:

### **A. Instructional Trips**

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

### **B. Supplementary Trips**

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

### **C. Extended Trips**

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

2. Fill out a Field Trip Request Form.
3. Once you have received approval, order your transportation through the superintendent's office and 4.0 Bus Service at least **five** days prior to the time of departure. Procedural information will be distributed to staff members at a later date.)
4. Parents must be notified of the field trip at least 5 days prior to the field trip and be notified that they must notify you in writing if they do not want their child to attend the field trip.
5. School staff must also be notified of any field trip at least 5 days prior to the field trip.

## **Fire Drills**

These will be held at intervals throughout the year. Each room has a fire drill exit sign and instructions for fire exit drill procedures should be given to all students at the beginning of the school year. Exit routes and alternate exit routes must be posted in each classroom. Signs are provided by the School Crisis Team.

When the alarm sounds, during a planned drill, all students, teachers, and staff should exit the building by walking at a brisk, quick pace. No running, loud talking or other disruptive behavior should occur during the drill. No one should stop for books or other personal possessions.

If smoke blocks the normal exit routes, quickly lead the students to an alternate exit.

Teachers should accompany their students on the drill to ensure that all students leave the building and gather at a pre-determined location (as determined by the School Crisis Response Team). Teachers should follow district-adopted procedures outlined in the School Crisis Response Plan.

Staff and/or support personnel should quickly check all areas of the building to ensure that all occupants have exited. ALL occupants, including faculty and staff, are expected to exit the building when the fire alarm sounds. All occupants shall remain outside until the "ALL CLEAR" signal is given.

## **Emergency Procedures**

It is imperative that pupils, staff, and the public be protected in case of emergency and that the educational process of the school is carried out with the least amount of disruption.

A booklet has been designed and given to all staff members which attempts to plan for emergency procedures for any foreseeable type of disaster, whether it is natural or of a man-made type.

Most emergencies arise without warning. All situations cannot be neatly defined into a category for which hard-and-fast guidelines can be drawn and put into a booklet of this type. Individual judgment will need to be exercised in any given situation. It naturally follows that common sense must dictate the reaction of all school personnel in emergencies.

As an employee of the Minnesota Public School System, it will be your responsibility to become familiar with the booklet, so if a situation arose, you would know what procedures to follow.

**Code Yellow** – Only issued by the school administration. Continue teaching but do not allow students in the hallway. This is usually a medical issue with a student/staff member.

**Code Red** - Teachers should use their training and decide whether to lock down their classroom or exit the building. This code would only be used for an active shooter or something violent/deadly happening in the building.

## **Grading**

It is critical that you keep your grades up to date on the parent portal.

Teachers should be grading assignments, projects, quizzes, etc. that can be a demonstration of a student's learning or knowledge. Busy work, daily work, and any work that doesn't demonstrate learning/knowledge shouldn't be graded. If the graded item can be completed by another student outside of school or answers can be found on the internet, is it really something that demonstrates what a student has learned?

Under this system, the symbols to be used in scholastic grades are:

**School-wide grading scale**

Letter Grade	Percentage	Grade Points
A	94-100	4.0
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	68-69	1.33
D	65-67	1.0
D-	63-64	.67
F	0-62	0.0

Teachers are to observe the academic eligibility policy that became board policy at the July 2014 board meeting.

Attitudes, work habits, and effort evaluation are also important parts of our reporting program. While the report card provides for the evaluation of conduct and work habits, it is even more important that the teacher confers with students regarding deficiencies.

It is a teacher’s responsibility to make sure their JMC grade book is properly set up and aligned to the district’s expectations. Expectations and in-house training will be provided at the first faculty meeting. JMC also provides instructional videos and documentation on its website.

**Guest Speakers**

Teachers must inform the office prior to inviting a guest speaker to visit with students.

**Bullying and Hazing Prohibition**

Please refer to Minnesota ISD #414 Policy #514, Bullying Prohibition Policy. All people in our school district must follow this policy.

**Internet/Acceptable Use Policy**

Teacher computers/devices are owned by the school district. Teachers are to use these computers/devices appropriately at all times. Refer to the Internet/Acceptable Use Policy for more information.

**Keys**

Under no circumstances should you lend your keys to students. If by chance you lose your keys, report this to the office. If locks need to be changed, you may have to pay for them. Keep your keys with you at all times.

A key policy checklist will need to be assigned each school year at the opening faculty meeting.

## **Leaving the Building**

The district administration has interpreted the following policy as it relates to your professional contract for sick leave, personal leave, etc. Please make sure you familiarize yourself with this policy regarding filling out leave slips and how much time will be deducted from your accumulated leave. Sick leave, family medical/bereavement, and personal leave are based on an hourly basis. Teachers may leave during your prep period to attend to business without a leave deduct if you sign out in the high school office and have permission from an administrator. When absent because of sick leave or family medical/bereavement any time throughout the contract day, you will need to report the absence on Time Tracker. If you arrive after 7:45 but before school begins for personal reasons, you must clear through the principal. Similarly, if you leave after school for personal reasons, you must clear through the principal.

## **Make-Up Work**

If students are absent, they should be given the opportunity to make up credit for lost time in class. However, if nothing is expected of the absent student upon returning to a class, he/she may begin to develop the attitude that nothing must be happening in class if he/she can miss and not have to do any of the work missed in class.

Therefore, it is crucial that each instructor provide written make-up work for a student who has been absent from class. Each student must be made to realize the importance of being in class for the teacher's presentation, class discussion, and other in-class activities. If each teacher utilizes solid written make-up assignments, our students will begin to get the impression that being in class is very important. Again, teachers are encouraged to post assignments on their website so students who are absent have access to them.

Normally a student absent for one day will be given one school day for each day absent plus one. **To ensure uniformity and compliance, this policy should be enforced by the teachers.** Exceptions may be cleared through the principal.

## **Movies in Class**

Teachers need to provide written justification and receive authorization for theatrical-type movies that they wish to show in their classroom. Please submit in writing to the principal your justifications. This does not pertain to short videos and clips that are pertinent to your class and/or lesson, or are provided with your curriculum. Movies are not to be shown for entertainment purposes.

## **Parent-Teacher Conferences**

Parent-Teacher conferences are in the fall and late winter and are published on the district calendar. You should make every effort to attend conferences as these are crucial to the success of our school and your students.

## **Report Cards/Grades on the JMC Network**

Grades are placed on the JMC network on a date scheduled by the High School Principal following the close of each nine-week marking period. Incompletes need to be changed to grades one week after report cards have been handed out. Please keep your grades updated weekly on the parent portal. This will help you to be a more effective teacher and allows for open lines of communication between you, your students, and the parents.

### **Requisition of Supplies and Materials**

Requisitioning and purchasing of supplies and materials is handled in the following manner:

1. Fill out requisition form on SMART ER
2. The principal and Superintendent will then determine if it will be approved or denied.

If you want the district to place the order, make sure to include all necessary information (titles, authors, address of company, edition, costs, etc.) on the purchase order. If the office staff cannot figure out what to order, and they do not have time to contact you during the summer, your requisition will be set aside.

If you wish to place the order yourself (online, for example), follow the same procedure and submit a receipt to the district office for reimbursement. Obviously, if you do not follow this process and purchase something with your own money, the school is not obligated to reimburse you.

### **Sending Students Out of the Building**

If a teacher needs to send a student out of the building for any reason, you must get permission from the high school principal or office staff may get permission from parent(s). Teachers should never send students out of the building without following proper protocol. It should be very rare to need to send a student out of the building.

### **Sexual, Religious and Racial Harassment and Violence Policy: Minneota Public Schools**

Minneota Public School District's policy is to maintain a work and education environment for students and employees that is free from discrimination and other offensive or degrading remarks or conduct. The district and this school will not tolerate inappropriate remarks about or conduct related to a student or employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity.

For a complete version of this policy, please see posted copies in the district office, refer to the student handbook, or read the policy posted on the school website.

This policy applies to every student, employee, teacher, administrator, and board member in the district.

### **Sick Policy**

Students who become ill during school hours will be sent to the school nurse from the hours of 8:00-3:00. Students should return with a pass from the nurse to be admitted back into class. If sending a student to the nurse and they are very ill or injured, please call for assistance and/or send them to the nurse with another student. Do not allow very ill students to walk alone.

### **Staff Development**

Recognizing that excellence in education is dependent on the knowledge and attitudes of teachers, the Board of Education supports a long-range commitment to professional staff development. The main function of staff development is to provide quality programs to enable staff to grow personally and professionally through a comprehensive program at the elementary, secondary, and district levels. The School Board further acknowledges its responsibility to be involved in the process of Staff Development by establishing the educational outcomes/goals of Minneota School District, working with staff to develop a plan for improving student achievement of educational outcomes, Minnesota Comprehensive Assessments (Reading, Math, & Writing), and approve and support plans for expenditure of Staff Development Funds.

### **Teacher Arrival and Departure Time**

The teachers' basic day will be 8 hours (7:45 – 3:45). Teachers are required to report for work by 7:45 and to be in either their rooms or outside in the hall by 7:45 a.m. Showing up for work late or leaving early is deemed unprofessional conduct.

### **Teacher Expectations Document**

Please see the attached document regarding teacher expectations.

### **Telephone Calls - Students**

A student may use a school phone if permission is given by school personnel. A student will not be called out of class unless a parent is calling, and the message is important.

### **Textbooks - Damages and Fines**

The students are responsible for the textbooks issued to them. If the book is excessively damaged, lost, etc., the teacher will note this and assess a fine for the damage. Fines should be turned into the high school office.

### **Transportation Director**

All extra-curricular transportation requests will be handled by the manager of 4.0 Bus Service and/or Athletic Director, depending upon the activity. Any changes or cancellations will go through them and not the high school office.

### **Use of Building**

**Students are not allowed to be in the building after school hours unless they are under the direct supervision of a teacher or coach.** If there are students in the building without supervision, you should ask them the purpose of why they are still here, direct them to supervision, or ask them to leave the building. If this does not work, contact the Principal immediately.

Teachers/Coaches are in charge of group activities after school hours and are responsible for turning off all lights and making sure the doors of the building are locked when they leave. The supervising teacher should be the last person to leave the building following an activity.

### **Weapons**

The School Board of District 414 recognizes the need to assure a safe school environment for students, staff, and the public. Safe and secure schools lead to effective teaching/learning situations. No student, adult, or visitor shall use or possess a weapon when in a school location.

Please refer to the Minneota Policy book for a full printing of this weapons policy.

Reference: Minnesota Statute: 127.282, 127.48 (Police), 18 U.S.C. 921 (Arms)

## **Teacher Webpage**

Each teacher will be assigned a webpage and will be expected to update their webpage with relevant information such as class syllabi. Training and help will be available.

## **Requisitions**

Each department has a budget. Materials/supplies needed may come out of this budget. If you need to purchase material, you need to obtain a purchase order form from the office, complete it, have it approved and initialed by the building principal, and deliver it to the accounting department. Common courtesy assumes you will discuss a purchase with others in your department.

## **Staff Pay**

Payday will be on the 10th and 25th of each month, with the first payment being on August 25<sup>th</sup> and the last payment being on August 10<sup>th</sup>. You receive your pay through direct deposit, handled through the district office. If the 10th or 25th is on a weekend or holiday, you will receive your pay on the last working day before the weekend or holiday.

Paystub, flex, insurance, etc.--You will have heard about these things at your fall workshop. The bookkeeper will explain these things to you. If you have any questions at any time, however, please ask the Business Manager.

## **TAT/Child Study/504 Program**

Normally, struggling students are initially referred to the Teacher Assistance Team (TAT), where teachers and sometimes parents can discuss individual student's needs and brainstorm effective interventions. The TAT is a general education responsibility and serves as a mechanism to recommend interventions to staff for students experiencing difficulties.

If the TAT interventions are unsuccessful, the child is referred to the Child Study Team to initiate an evaluation of the student. If the student qualifies for special education, an Individualized Education Plan team meets to design an IEP and obtain approval from the parents for implementation.

If the student does not qualify for special education, help may be obtained for the student under 504 (a program that identifies all school-age children as handicapped who have or have had a physical or mental impairment that substantially limits a major life activity, or is regarded as handicapped by others), outside tutoring, or further interventions by the TAT.

## **Contract**

You should receive a copy of the master agreement (contract) from the district office. If you haven't, check there first. If you still don't receive one, discuss this with the MEMO President.

## **Copying/Laminating**

**Copying:** The copier is in the teacher workroom. You may print directly to the main copier from your computer as well.

**Laminating:** Attach a note to whatever you need laminated with your name, and when you need it. Bring it to the K-12 office, and you'll be directed where to leave it

### **Extra-duty Work**

You may decide to assist at ball games, bus trips to out-of-town games, or dances. Please contact Patty Myrvik, if you are interested in working at events.

### **Mentor**

There is a mentor program for new teachers. An experienced teacher on staff will be assigned to assist you in any way possible.

### **Requisitions**

Teachers may requisition for supplies throughout the school year. This is done as a department. You need to order texts, workbooks, supplies, and equipment at this time. Forms are available for each of these areas. You may or may not receive all that you order depending on the funds available.

#### **High School Teachers Will:**

- provide a classroom that is safe and inviting to all students
- provide clear academic and behavioral expectations for their students
- be skilled at giving effective directions
- manage their classroom so it's an area where students can learn
- be firm, fair, and consistent with student discipline
- be prompt, proactive, and effective in communicating with parents
- be clear and consistent in communicating with parents
- keep their grade books updated every week, providing an accurate grade for students and parents
- take attendance every hour in the first five minutes of that hour and will update it as needed
- incorporate technology whenever possible and appropriate
- attend IEP meetings and make appropriate accommodations and modifications based on each individual IEP student
- use PLC time to collaborate and grow as a teacher
- be on time and attend faculty meetings/PLC's
- conduct study halls that are silent, productive, and conducive to learning/working
- effectively teach the MN State Standards
- supervise the hallways between classes
- enforce dress code and other student behavioral expectations
- use the same grading scale for letter grades and semester grades (126%)
- will run detention consistent with set expectations
- ensure that students aren't using their cell phones during class or study hall

*Please initial each statement as an acknowledgment of a general understanding of that statement.*

\_\_\_\_\_ I understand it is my responsibility to keep my key(s), secure, ensuring they aren't lost or stolen.

\_\_\_\_\_ I understand that if my key(s) are lost or stolen, I must report it to school administration immediately. There will be a replacement charge applied.

\_\_\_\_\_ I understand that I can't give my key(s) to children to access ANY area of the building at ANY time.

\_\_\_\_\_ I understand that if I unlock the gym, the fitness center, or any other area of the building for students/athletes to use, I must provide direct supervision for those students/athletes.

\_\_\_\_\_ I understand that if I unlock a door at school, it is my responsibility to make sure that the door is locked before I leave that area of the building.

\_\_\_\_\_ I understand that by leaving doors unlocked, propped open, or allowing children to be in the building unsupervised, I'm negligent of my duties as an employee of the school district.

\_\_\_\_\_ I understand that violating the above statements will lead to disciplinary action.

\_\_\_\_\_ I have read and understand the staff handbook.

- **\*Keys are defined as** metal keys, key cards, key fob
- \*Employee means:** teacher, para, coach, volunteer coach, volunteer, administrator, school board member or other employee of the school district

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Date

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

Minneota Public Schools do not discriminate on the basis of 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:

~~Heather Anderson~~ Lindsey Larson, 7-12 Principal  
507.872.6175

~~[heather.anderson@minneotaschools.org](mailto:heather.anderson@minneotaschools.org)~~ [lindsey.larson@minneotaschools.org](mailto:lindsey.larson@minneotaschools.org)

Nicolle Johnston, K-6 Principal  
507.872.6175

[nicolle.johnston@minneotaschools.org](mailto:nicolle.johnston@minneotaschools.org)

Patty Myrvik, Activities Director  
507.872.6175

[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 School District Policy 410

Adopted: April 2005

Revised: January August 2025

## **410 FAMILY AND MEDICAL LEAVE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

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

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

### **III. DEFINITIONS**

#### **A. “Covered active duty” means:**

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

#### **B. “Covered servicemember” means:**

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)- covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
  2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;
8. to address care needs of a covered military member's parent who is incapable of self-care; and
9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. "Veteran" has the meaning given in 38 United States Code [section-§ 101](#).

#### **IV. LEAVE ENTITLEMENT**

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee's child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of

duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
  - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
  7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
  8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit

sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active-duty orders or other documentation issued by the military indicating active duty or a call to active-duty status and the dates of active-duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent

shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

## **VI. OTHER**

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## **VII. DISSEMINATION OF POLICY**

- A. A poster prepared by the U.S, Department of Labor summarizing the major provisions of the Family and Medical leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minnesota Statutes Section §§ 181.940-181.944 (Parenting Leave and Accommodations)  
10 United States Code § Section 101 *et seq.* (Armed Forces General Military Law)  
29 United States Code § Section 2601 *et seq.* (Family and Medical Leave Act)  
38 United States Code § Section 101 (Definitions)  
29 Code of Federal Regulations Part 825 (Family and Medical Leave Act)

**Cross References:** None



# Minneota Public School District Policy 420

Adopted: May 2010

Revised: January August 2025

## **420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

### **I. PURPOSE**

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

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

#### **A. Students**

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

#### **B. Employees**

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school principal, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. *(These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)*

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section, 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations

- having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
  10. The program must be consistent with the health and wellness curriculum.
  11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

**Legal References:** Minnesota: Statutes: Section § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases))  
 Minnesota: Statutes: Section § 144.441-442 (Tuberculosis Screening in Schools)  
 Minnesota: Statutes: Section § 142 (Testing in School Clinics)  
 Minnesota: Statutes: Chapter: 363A (Minnesota Human Rights Act)  
 20 United States Code: Section § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act)  
 29 United States Code: Section § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
 42 United States Code: Section § 12101 *et seq.* (Americans with Disabilities Act)  
 29 Code of Federal Regulations: 1910.1030 (Bloodborne Pathogens)  
*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.), *cert. denied*, 493 U.S. 892 (1989)  
*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273 (1987)  
 16 EHLR 712, OCR Staff Memo, April 5, 1990

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
 MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)



# Minneota Public School District Policy 511

Adopted: August 2010

Revised: NovemberAugust 2025

## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

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

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

### **III. RESPONSIBILITY**

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

#### IV. ANNUAL REPORT

Upon request by the school board, the superintendent shall report to the school board on the nature and scope of student fundraising activities approved pursuant to this policy.

**Legal References:** Minnesota Statutes, Section § 120A.20 (Admission to Public Schools)  
Minnesota Statutes, Section § 123B.09, Subd. 8 (Boards of Independent School Districts)  
Minnesota Statutes, Section § 123B.36 (Authorized Fees)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)



# Minneota Public School District Policy 519

Adopted: May 2011

Revised: NovemberAugust 20253

## **519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

### **I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

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

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### **III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes, Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the ~~The~~ interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offenderperpetrator or parent, legal custodian, guardian, or school district official.

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes, Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minnesota Statutes, Section § 13.32 (Educational Data)  
Minnesota Statutes, Chapter 260E (Reporting of Maltreatment of Minors)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



# Minneota Public School District Policy 605

Adopted: February 2012

Revised: NovemberAugust 2025

## **605 ALTERNATIVE EDUCATIONAL SERVICES**

### **I. PURPOSE**

The purpose of this policy is to recognize the need for alternative educational services for some school district students.

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

The school board recognizes the importance of alternative educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

### **III. RESPONSIBILITY**

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- B. It shall be the responsibility of the superintendent to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational services to the school board.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

**Legal References:** Minnesota Statutes, Section § 120A.22, Subd. 8 (Compulsory Instruction)  
Minnesota Statutes, Section § 121A.41, Subd. 11 (Definitions)  
Minnesota Statutes, Section § 121A.45, Subd. 1 (Grounds for Dismissal)  
Minnesota Statutes, Section § 123A.06 (State-Approved Alternative Programs and Services)  
Minnesota Statutes, Section § 124D.66 (Assurance of Mastery Programs)  
Minnesota Statutes, Section § 124D.68 (Graduation Incentives Programs)  
Minnesota Statutes, Section § 124D.74 (American Indian Language and Cultural Educational Programs)  
Minnesota Statutes, Section § 125A.50 (Alternative Delivery of Specialized Instructional Services)

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



# Minneota Public School District Policy 907

Adopted: October 2023

Revised: August 2025

## **907 REWARDS**

### **I. PURPOSE**

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

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

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

### **III. APPROVAL OF OFFERING OF REWARDS**

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

### **IV. ESTABLISHMENT OF PROCEDURES**

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

**Legal References:** Minn. Stat. § 123B.02, Subd. 22 (General Powers of Independent School Districts)

**Cross References:** None



# Minneota Public School District District Procedures

Adopted: ~~January-August 2025~~4

## DISTRICT PROCEDURES: PATCH MANAGEMENT

### 1. PURPOSE

The purpose of these ~~Patch Management P~~rocedures is to establish guidelines and procedures for the timely and effective management of software patches, updates, and security fixes within the school district's technology environment. These procedures aim to minimize security risks, ensure system stability, and protect the confidentiality, integrity, and availability of information systems.

### 2. SCOPE

These procedures apply to all systems, software, and applications owned, operated, or managed by the Minneota technology department.

### 3. PROCEDURE STATEMENTS

3.1 Patch Inventory: The Technology Department shall maintain an accurate and up-to-date inventory of all software, operating systems, and applications used across the Minneota School District.

3.2 Vulnerability Management: The technology department shall implement a vulnerability management program to identify and prioritize patches based on risk assessment, as recommended by NIST SP 800-40 Rev. 3. This includes subscribing to security mailing lists, following security news websites, and utilizing vulnerability management tools.

3.3 Patch Evaluation: Patches and updates shall be evaluated on their criticality and relevance to the district's environment, following NIST guidelines for risk assessment. The technology department shall prioritize patches according to their severity, potential impact on systems, and risk level.

3.4 Scheduled Maintenance Windows: Regular maintenance windows shall be planned during periods of low system usage, such as after hours, weekends, or holidays to minimize disruption to staff and students when possible. The technology department shall communicate maintenance schedules in advance to relevant staff.

3.5 User Awareness and Training: Staff and students may be educated about the importance of patching and their role in maintaining a secure technology environment, following NIST SP 800-40 Rev. 3 guidance. Users shall be encouraged to promptly report any unusual system behavior or security concerns.

3.6 Regular Auditing and Reporting: Regular audits shall be conducted to ensure patch compliance and identify any gaps or vulnerabilities, as recommended by NIST. Reports shall be generated to provide an overview of the patching status, including systems that are up to date, those pending patches, and any exceptions or issues encountered.

3.7 Continuous Improvement: The technology department shall continuously review and refine the patch management process based on lessons learned, emerging threats, and changes in the school district's technology landscape. Best practices shall be incorporated as appropriate.

4. **ROLES AND RESPONSIBILITIES**

The technology department is responsible for adhering to the patch management procedures and following the guidelines provided in these procedures. They will actively participate in patching activities and promptly communicate any issues or concerns related to the patch management process.

5. **COMPLIANCE**

Employees who violate these procedures may be subject to appropriate disciplinary action, up to and including discharge, as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

6. **PROCEDURES EXCEPTIONS**

Requests for exceptions to these procedures shall be reviewed by the Technology Director. Departments requesting exceptions shall provide such requests to the Technology Director. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions and a time-frame for achieving the minimum compliance level with the procedures set forth herein. The Technology Director shall review such requests and confer with the requesting department.

7. **PROCEDURE REVIEW**

These procedures will be reviewed and updated on an annual basis, or as necessary to comply with changing laws, regulations, and technology standards.

8. **RESPONSIBLE DEPARTMENT**

The Minneota Technology Department and Technology Director are responsible for these procedures and patch management.

**NEW**

**BUSINESS**



## **2026 SCHOOL BOARD MEETING SCHEDULE**

<sup>1</sup>WEDNESDAY, JANUARY 7, 2026 AT 5:30 PM

WEDNESDAY, JANUARY 28, 2026 AT 5:30 PM

WEDNESDAY, FEBRUARY 25, 2026 AT 5:30 PM

WEDNESDAY, MARCH 25, 2026 AT 5:30 PM

WEDNESDAY, APRIL 22, 2026 AT 5:30 PM

<sup>2</sup>WEDNESDAY, MAY 20, 2026 AT 5:30 PM

WEDNESDAY, JUNE 24, 2026 AT 7:00 AM

WEDNESDAY, JULY 22, 2026 AT 7:00 AM

WEDNESDAY, AUGUST 26, 2026 AT 5:30 PM

WEDNESDAY, SEPTEMBER 23, 2026 AT 5:30 PM

WEDNESDAY, OCTOBER 28, 2026 AT 5:30 PM

<sup>2</sup>MONDAY, NOVEMBER 23, 2026 AT 5:30 PM

<sup>2</sup>MONDAY, DECEMBER 21, 2026 AT 5:30 PM

<sup>1</sup>ORGANIZATIONAL MEETING

<sup>2</sup>MEETING MOVED DUE TO A HOLIDAY OR CONFLICT



# Minneota Public School District Policy 214

Adopted: March 18, 2010

Revised: MaySeptember 20254

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

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

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

**VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

**VII. DIRECTIVES AND GUIDELINES**

- A. The Superintendent's office will assist the School Board member with advance deposits, travel expense advances and reservations.
- B. The Superintendent's office will assist the School Board member in obtaining reimbursement for the travel.
- C. A School Board member shall share with other Board members, staff, or the public (as appropriate) information or materials acquired at a conference or meeting attended by the School Board member in his or her capacity as a School Board member.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)  
 Minn. Stat. § 471.661 (Out-of-State Travel)  
 Minn. Stat. § 471.665 (Mileage Allowances)  
 Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
 Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

**Cross References:** MSBA/MASA Model Policy 212 (School Board Member Development)  
 MSBA/MASA Model Policy 412 (Expense Reimbursement)



# Minneota Public School District Policy 412

Adopted: March 18, 2010

Revised: May August 2025

## **412 EXPENSE REIMBURSEMENT**

### **I. PURPOSE**

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

### **II. AUTHORIZATION**

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

### **III. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

### **IV. AIRLINE TRAVEL CREDIT**

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
  - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
  - C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

**V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

**Legal References:** Minn. Stat. § 15.435 (Airline Travel Credit)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)  
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

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

## Policy #412 - Schedule of Reimbursement Rates | 202~~54~~-202~~65~~

Reimbursable Expense	Reimbursable Amount-Guide
Transportation <sup>1</sup>	
<i>Plane, train, or bus</i>	Actual Cost
<i>Rental car</i>	Actual Cost
<i>Cab or Uber</i> <sup>4</sup>	Actual Cost
<i>Mass Transportation or Shuttle</i> <sup>4</sup>	Actual Cost
<i>Personal Vehicle</i> <sup>2</sup>	IRS Mileage Rate <sup>2</sup>
Meals <sup>1</sup>	
<i>Breakfast</i> <sup>3</sup>	Up To \$20.00 per day
<i>Lunch</i> <sup>3</sup>	Up To \$20.00 per day
<i>Supper</i> <sup>3</sup>	Up To \$25.00 per day
<i>Or Per Diem</i> <sup>3 4</sup>	Up To <del>\$560.00</del> per day
Lodging <sup>1</sup>	Actual Cost
Registration Fees <sup>1</sup>	Actual Cost
Required Materials <sup>1</sup>	Actual Cost
Parking Fees <sup>1</sup>	Actual Cost
Tips <sup>1 4</sup>	Actual Cost
<sup>1</sup> Receipts are required for reimbursement when either a school or personal credit card is used.	
<sup>2</sup> Mileage rate will be based on IRS guidelines.	
<sup>3</sup> Meals will only be provided if the conference does not include them.	
<sup>4</sup> This allowance includes any miscellaneous expenses and a reasonable (15%) tip.	



# Minneota Public School District Policy 413

Adopted: March 2010

Revised: JulySeptember 20254

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

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

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

### III. DEFINITIONS

A. “Assault” is:

1. an act was done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status concerning public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
3. otherwise adversely affects an individual’s employment or academic opportunities.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “Disability” means, with respect to an individual who:

- a. Has a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
- b. has a record of such an impairment; ~~or~~
- c. \_\_\_\_\_ is regarded as having such an impairment; or
- ~~e.d.~~ has an impairment that is episodic or in remission and would materially limit a major life activity when active.-

2. “Familial status” means the condition of one or more minor’s having legal status or custody with:

- a. the minor’s parent or parents or the minor’s legal guardian or guardians;  
or

- b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  - 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  - 4. “National origin” means the place of birth of an individual or any of the individual’s lineal ancestors.
  - 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  - 6. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
  - 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
- 1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education; or
    - b. submission to or rejection of that conduct or communication by an

individual is used as a factor in decisions affecting that individual's employment or education; or

- c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment concerning an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof, that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a

sexual act on another; or

- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employees shall be particularly alert to possible situations, circumstances, or events that might include acts

of harassment or violence. Any such person who witnesses observes or receives a report of or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence. It shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the building principal(s) as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data. They will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.

- O. A person who engages in the act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may know about the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or before the imposition of discipline or other remedial responses.

- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. To prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentionally disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall be referenced in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § Ch. 260E (Reporting of Maltreatment of Minors)  
20 USC. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

29 USC. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 USC. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 USC. § 1983 (Civil Action for Deprivation of Rights)  
42 USC. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 USC. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 USC. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**INDEPENDENT SCHOOL DISTRICT NO. 414  
HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 414 maintains a firm policy prohibiting all forms of discrimination. This policy strictly prohibits harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). All persons are to be treated with respect and dignity. Harassment or violence on the basis of Protected Class by any pupil, teacher, administrator, or other school personnel, that creates an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date and Time of Alleged Incident(s) \_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability.

Name of person you believe harassed or was violent toward you or another person or group.

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

If the alleged harassment or violence was toward another person or group, identify that person or group.

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

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.).

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

Where and when did the incident(s) occur?

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List any witnesses who were present.

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This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date



# Minneota Public School District

## Policy 524

Adopted: 1996 (Model)

Revised: AugustSeptember 20254

### **524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE, SAFETY, AND DATA PRIVACY POLICY**

#### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to the preparation of citizens and future employees. Access to the school district computer system and the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

#### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes the use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

#### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to the use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous

violations, unacceptable use of the school district 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 suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

## **V. UNACCEPTABLE USES**

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
    - (2) such information is not classified by the school district as directory information, but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, before posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks.
  - 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  - 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  - 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  - 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee was engaging in the foregoing unacceptable uses of the Internet when off school district premises also may violate this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and, if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by children and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

The use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing the use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

- B. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The employee must sign the Internet Use Agreement form for employees. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

The use of the school district system is at the user’s own risk. The system is provided on an “as is, as available” basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district’s liability relative to:
    - a. Information is stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property is used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from the use of school district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school-sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form is provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

### **XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. 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 form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  3. 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.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  1. the technology provider's employees or contractors have access to educational data only if authorized; and

2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

#### **XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
  2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  2. the activity is permitted under a judicial warrant;
  3. the school district is notified or becomes aware that the device is missing or stolen;
  4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

## **XV. CELL PHONE USE**

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

## **XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

## **XVII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.73 (School Cell Phone Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (F.C.C. rules implementing CIPA)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. 180, 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 656 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*Parents, Families, and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School  
District Property by Nonschool Persons)

**INTERNET USE AGREEMENT - STUDENT**

**STUDENT**

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

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

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

**SUPERVISING TEACHER**

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

**INTERNET USE AGREEMENT - EMPLOYEE**

**SCHOOL DISTRICT EMPLOYEE**

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

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



# Minneota Public School District Policy 722

Adopted: August 1995

Revised: September 2025<sup>4</sup>

## **722 PUBLIC DATA AND DATA SUBJECT REQUESTS**

### **I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

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

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

### **III. DEFINITIONS**

#### **A. Confidential Data on Individuals**

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

#### **B. Data on Individuals**

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

#### **C. Data Practices Compliance Officer**

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

#### **D. Government Data**

All data collected, created, received, maintained, or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. An inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for the inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

#### IV. **REQUESTS FOR PUBLIC DATA**

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. The date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before responding to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
    - a. The requested data does not exist; or
    - b. The requested data does exist, but either all or a portion of the data is not accessible to the requestor; or
      - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon after that as possible and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
      - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
    - c. The requested data does exist, and provide arrangements for an inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
  2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
  3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
  4. The school district is not required by the MGDPA to create or collect new data in response to a data request or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a. The date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to prepay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **VI. DATA BY AN INDIVIDUAL DATA SUBJECT**

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays, and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

## **VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA**

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
  - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
  - 2. Date the request is made;
  - 3. A clear description of the data requested;
  - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
  - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

## **VIII. COSTS**

- A. Public Data
  - 1. The school district will charge for copies provided as follows:

- a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
  - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data unless the cost is specifically set by statute or rule.
    - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
    - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for [in cash or check] in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

## **IX. Annual Review and Posting**

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

### **Data Practices Contacts**

#### **Responsible Authority:**

Scott Monson  
Minneota Public Schools  
507-872-6532;  
[scott.monson@minneotaschools.org](mailto:scott.monson@minneotaschools.org)

#### **Data Practices Designee(s):**

Scott Monson  
Minneota Public Schools  
507-872-6532;  
[scott.monson@minneotaschools.org](mailto:scott.monson@minneotaschools.org)

#### **Data Practices Compliance Official:**

Scott Monson  
Minneota Public Schools  
507-872-6532;  
[scott.monson@minneotaschools.org](mailto:scott.monson@minneotaschools.org)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)

***Cross References:*** MPS Policy 406 (Public and Private Personnel Data)  
MPS Policy 515 (Protection and Privacy of Pupil Records)





# Minneota Public School District District Procedures

Adopted: July 2024

Revised: September 2025

## DISTRICT PROCEDURES: ACADEMIC ELIGIBILITY

### I. PURPOSE

These procedures are meant to consistently track students and monitor their academic progress. These procedures will provide checkpoints every three weeks for our students and will enable support systems to support students more quickly. These procedures will feature improved teacher/student communication, teacher/parent communication, school district/parent communication, and school district/coach/adviser communication.

### II. GENERAL STATEMENT OF PROCEDURES

Procedures governing student eligibility follow guidelines of the Minnesota High School League and ISD #414. Students being declared ineligible via MSHSL violation will not be allowed to be in a leadership position at Minneota High School for one calendar year (Homecoming Court, Student Council, NHS, etc.). Students being declared academically ineligible will not be in a leadership position during their ineligibility but can participate after the most recent grade check.

### II. ACADEMIC INELIGIBILITY

A student may be declared academically ineligible for the following two scenarios:

- A. A student reported as receiving a failing grade in any class at the end of any academic quarter or grade check and is deemed ineligible per the academic eligibility procedure, is not eligible for participation in extra-curricular activities. Grade checks to determine academic eligibility reinstatement will occur approximately every three weeks. Teachers turn in grades approximately every three weeks, and students are either eligible or ineligible that day, except at the end of a quarter, when the quarter grades will be used. Students who were previously ineligible may have their eligibility reinstated only if the student is not failing any class at the determined grade check. Specific grade checks and quarter ending dates will be shared with students at the start of the year, for each academic quarter.

- B. Students who were not previously academically ineligible must have passing grades for all classes at each three-week grade check. If a student who was not previously ineligible has a failing grade at this grade check, they have one week (grace period) to get all grades to passing to avoid being placed on the academic ineligibility list. Students who do not get all grades to passing are declared academically ineligible. There is no one-week period to get grades to passing upon the completion of a quarter.
- C. Any student who is deemed ineligible for any reason is not allowed to travel with the team to any away games/contests and is not allowed to be on sidelines/bench/dugout/etc. for all games/contests. Students are allowed to watch games/contests from the stands with the other fans.

### **III. STUDENTS WITH DISABILITIES**

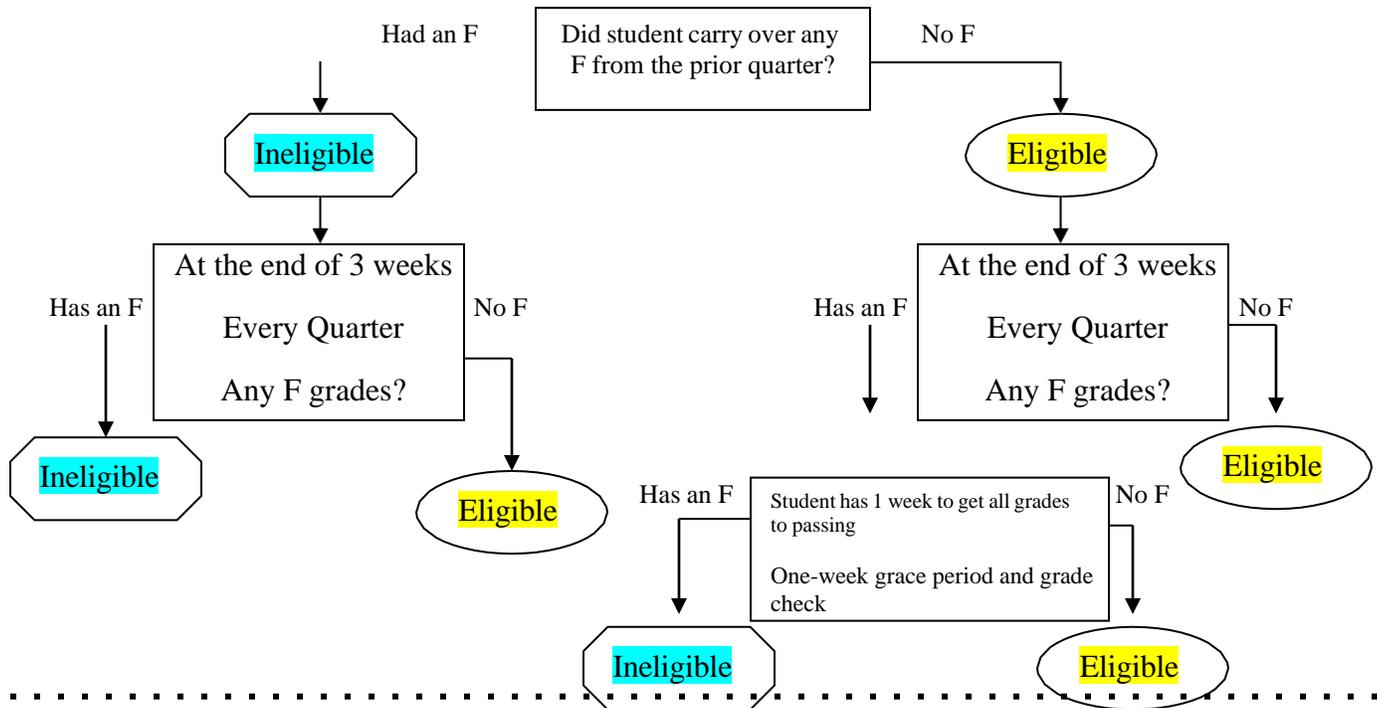
Students who have disabilities and/or are on an IEP or 504 will not be discriminated against academically at any time. Should a student feel like their IEP or 504 plan is not properly being followed should file a complaint with the building principal. Teachers are expected to uphold all IEP and 504 plans; this includes making proper modifications/accommodations as described in the individual plans.

### **IV. GRADE CHECK SCHEDULE**

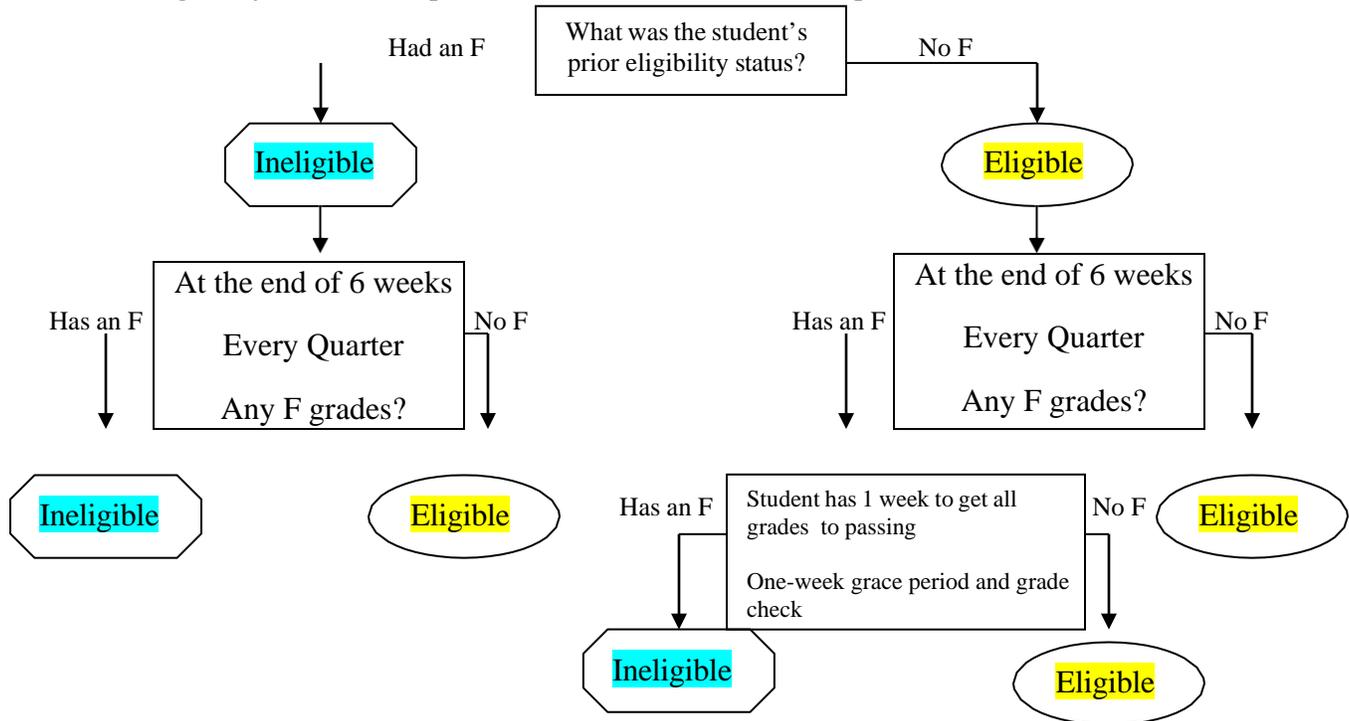
The attached flow chart will be followed for the implementation of grade checks.

# Minnesota High School Academic Eligibility Procedures

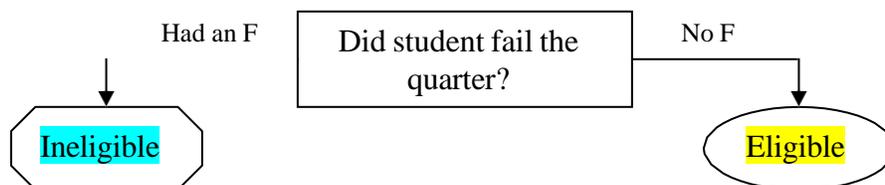
\*Academic Eligibility verification procedure to use for the beginning of a Quarter until week 3 of a Quarter.



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



\*Academic Eligibility verification procedure to use for the end of Quarter.



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



# Minneota Public School District District Procedures

Adopted: ~~April~~September 2025<sup>4</sup>

## DISTRICT PROCEDURES: ACCESS CONTROL

### 1. PURPOSE

This document outlines the procedures for securely logging onto the district's network and systems to ensure the protection of sensitive information and prevent unauthorized access.

### 2. SCOPE

This procedure applies to all employees, contractors, and third-party vendors who require access to the company's network and systems.

### 3. PROCEDURE:

User Account Creation:

- 3.1 User accounts will only be created for individuals authorized by their respective department heads or supervisors.
- 3.2 Each user account will be associated with a unique username and a strong, complex password.
- 3.3 Passwords must adhere to the districts password policy, which includes requirements for length, complexity, and regular expiration.

Access Control:

- 3.4 Users will only be granted access to the systems and resources necessary for the performance of their job duties.
- 3.5 Access permissions will be reviewed and updated at least bi-annually to reflect changes in job responsibilities or employment status.

Authentication:

- 3.6 Users may be required to authenticate themselves using their unique username and password.
- 3.7 Multi-factor authentication (MFA) may be implemented to add an extra layer of security. This may include the use of hardware tokens, mobile authentication apps, or biometric authentication where applicable.

Remote Access:

- 3.8 Remote access to the districts network and systems will be granted only through secure channels such as virtual private networks (VPNs) or remote desktop gateways.
- 3.9 Remote users must adhere to the same authentication and access control procedures as on-site users.

Session Management:

- 3.10 Users are required to log off from their accounts or lock their screens when leaving their workstations unattended.
- 3.11 Inactive sessions will be automatically logged off after a predefined period of inactivity to prevent unauthorized access.

Password Management:

- 3.12 Passwords must not be shared with anyone, including colleagues or IT support staff.
- 3.13 Users must change their passwords periodically as per the district's password policy.
- 3.14 Passwords should be stored securely using industry-standard encryption techniques.

Monitoring and Logging:

- 3.15 User log-on and access activities will be monitored and logged for auditing and security analysis purposes.
- 3.16 Any suspicious or unauthorized log-on attempts will be investigated and reported to the appropriate authorities.

4. **RESPONSIBILITIES**

IT Department:

- 4.1 Create and manage user accounts.
- 4.2 Enforce password policies and access controls.
- 4.3 Monitor and analyze log-on activities.

Employees:

- 4.4 Adhere to the procedures outlined in the document.
- 4.5 **Immediately** report any suspicious or unauthorized log-in attempts to the IT department.
- 4.6 Protect their passwords and authentication credentials.

5. **COMPLIANCE**

Employees who violate this procedure may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

6. **PROCEDURE EXCEPTIONS**

Requests for exceptions to this procedure shall be reviewed by the Technology Director. Departments requesting exceptions shall provide such requests to the Technology Director. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions, and a timeframe for achieving the minimum compliance level with the policies set forth herein. The Technology Director shall review such requests and confer with the requesting department.

7. **RESPONSIBLE DEPARTMENT**

The Technology Director is responsible for updating and maintaining these procedures, along with compliance with the procedures.



# Minneota Public School District District Procedures

Adopted: September 2025

Updated: \_\_\_\_\_

## DISTRICT PROCEDURES: KEY CHECK-OUT AND ACCESS CONTROL

### 1. PURPOSE

To ensure the security of district facilities, equipment, and sensitive areas by regulating the issuance, use, and return of keys and electronic access devices.

### 2. DEFINITIONS

2.1 Key: any physical key issued to access district property.

2.2 Access Card/Fob: any electronic device used to gain entry.

2.3 Keyholder: an employee or authorized person to whom a key or device is issued.

2.4 Access Control Administrator: the district staff member designated by the Superintendent to manage key and access records.

### 3. AUTHORIZATION FOR KEY ISSUANCE

3.1 Only the Superintendent (or their designee), Principal, or Facilities Manager may approve key issuance.

3.2 Keys will be issued only to staff whose job duties require access.

3.3 Keys may be issued and access provided for a certain period of time.

3.4 Temporary keys for contractors or substitutes require additional approval from the Superintendent and a specific return date.

### 4. CHECK-OUT PROCESS

4.1 Request Submission: complete a Key and Access Device Agreement stating purpose, location(s) needed, and duration.

4.2 Approval: supervisor signs and forwards the request to the Superintendent, who signs and forwards the request to the Access Control Administrator.

4.3 Issuance: keyholder signs a Key and Access Device Agreement acknowledging:

4.3.1 Responsibility for the key/device.

4.3.2 Obligation to prevent duplication or lending to unauthorized persons.

4.3.3 Requirement to report loss or theft immediately.

5. **ACCESS CONTROL RECORDS**

- 5.1 Maintain a centralized key log including:
  - 5.1.1 Keyholder's name, department, and contact info.
  - 5.1.2 Key number/code and corresponding area(s).
  - 5.1.3 Issue date and expected return date.
- 5.2 For electronic access, maintain:
  - 5.2.1 Access permissions and areas.
  - 5.2.2 Activation/deactivation dates.

6. **KEY/ACCESS DEVICE USE**

- 6.1 Keys/devices may only be used for official school business.
- 6.2 Do not label keys with building names or room numbers.
- 6.3 Keyholders must secure keys when not in use.
- 6.4 Duplicating keys is prohibited.
- 6.5 Devices may be made inactive at the end of each advisor's, coach's, or director's season.

7. **LOSS OR THEFT**

- 7.1 Report immediately to the supervisor and Access Control Administrator.
- 7.2 The District may require rekeying affected areas, and the keyholder may be responsible for associated costs if negligence is determined.

8. **RETURN OF KEYS/DEVICES**

- 8.1 Required when:
  - 8.1.1 Employment ends.
  - 8.1.2 Transfer to a position without authorized access.
  - 8.1.3 At the end of a temporary assignment or project.
- 8.2 Keys must be returned directly to the Access Control Administrator and not left in desks or with co-workers.

9. **ANNUAL REVIEW**

- 9.1 Supervisors will annually review and confirm the list of keyholders.
- 9.2 Access Control Administrator will update logs and deactivate unnecessary access.

10. **ENFORCEMENT**

- 10.1 Unauthorized possession, duplication, or use of keys/devices may result in disciplinary action.
- 10.2 The district reserves the right to change locks and reissue keys at any time.

# SCHOOL DISTRICT KEY AND ACCESS DEVICE AGREEMENT

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Employee Name: \_\_\_\_\_

Position/Department: \_\_\_\_\_

Why Keys/FOBs are needed: \_\_\_\_\_

## Purpose

The purpose of this agreement is to ensure the proper use, security, and accountability of keys and electronic access devices (e.g., fobs, cards) issued by the District.

## Terms of Agreement

1. Authorized Use Only
  - \* Keys and access devices are the property of the School District.
  - \* They may only be used for official school business.
  - \* Duplication, lending, or unauthorized use is strictly prohibited.
2. Responsibility
  - \* I am responsible for the safekeeping of all keys and devices issued to me.
  - \* I will not label keys/fobs with building names or room numbers.
3. Lost or Stolen Items
  - \* If a key or device is lost or stolen, I will report it immediately to my supervisor and the District Office.
  - \* I may be required to pay the cost of replacement and/or rekeying, as determined by the District.
4. Return of Keys/Devices
  - \* All keys and access devices must be returned upon:
    - Termination of employment
    - Transfer to another building/position
    - Request by the District
  - \* Failure to return issued items may result in withholding of my final paycheck until returned or paid for.
5. Security and Access
  - \* I will ensure doors are locked when leaving secured areas.
  - \* I will not use my key/device to allow unauthorized individuals into District facilities.
  - \* I understand my access may be monitored and adjusted as needed.
6. Consequences for Misuse
  - \* Misuse of keys or devices may result in disciplinary action, up to and including termination.

## Acknowledgment

*I have read and understand the above terms. By signing below, I agree to abide by this agreement and accept full responsibility for the keys and/or access devices issued to me.*

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Superintendent Signature: \_\_\_\_\_

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

## **REQUEST FOR QUOTES – SNOW REMOVAL**

Minneota Public Schools, District # 414, requests quotes for snow removal for the 2025-2026 school year.

All quotes must specify rate per hour and type of equipment used.

Please send written quotes to Scott Monson, Superintendent of Schools,  
504 N. Monroe St., PO Box 98, Minneota, MN 56264.

Quotes are due on or before September 17, 2025, at 3:00 p.m.

**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**

<b>From Who/m</b>	<b>For Who/What/Purpose</b>	<b>Amount</b>
Midwest Plumbing & Heating	Trap Team Donation	\$ 1,000
Devann Shultz	Surplus	\$ 25
Darren Fransen	Surplus	\$ 25
<b>Total Monthly Donations</b>		<b>\$ 1,050</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 the 27th day of August, 2025.

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