



# MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD MEETING

Wednesday, October 22, 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. Business Agenda

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

### 3. Leadership Reports

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

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

- 4.1. Minutes of the September 24, 2025 Regular Meeting
- 4.2. Personnel Items

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

### 6. Previous Business

- 6.1. Review of the Achievement and Integration Plan Progress Report for 2024-2025 ..... M/S/V
- 6.2. Official Recognition of the 2025-2026 MEMO Seniority List..... M/S/V
- 6.3. 2025 Payable 2026 Levy Limitation and Certification..... I/D
- 6.4. Policies and Procedures Review – 2nd Reading..... M/S/V
  - 6.4.1. Policy #102: Equal Educational Opportunity
  - 6.4.2. Policy #401: Equal Employment Opportunity
  - 6.4.3. Policy #402: Disability Nondiscrimination
  - 6.4.4. Policy #505: Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
  - 6.4.5. Policy #508: Extended School Year for Certain Students with Individualized Education Programs
  - 6.4.6. Policy #510: School Activities
  - 6.4.7. Policy #521: Student Disability Nondiscrimination
  - 6.4.8. Policy #602: Organization of School Calendar and School Day

**7. New Business**

- 7.1. Approve a Partnership Development Agreement with Nexus Solutions ..... M/S/V
- 7.2. Authorize a Request for Proposals for Managed Print Services ..... M/S/V
- 7.3. Consider a Memorandum of Agreement with AFSCME ..... I/D/M/S/V
- 7.4. Approve a Resolution of Governing Board Supporting Form A Application to the Minnesota State High School League Foundation ..... M/S/V
- 7.5. Approve a Resolution of Governing Board Supporting Form B Application to the Minnesota State High School League Foundation ..... M/S/V
- 7.6. Discuss Potential Section and State Football and Volleyball Scheduling..... I/D
- 7.7. Review Policies and Procedures – 1st Reading..... I/D
  - 7.7.1. Policy #406: Public and Private Personnel Data
  - 7.7.2. Policy #417: Chemical Use and Abuse
  - 7.7.3. Policy #419: Tobacco-Free Environment
  - 7.7.4. Policy #502: Search of Student Lockers, Desks, Personal Possessions, and Student’s Person
  - 7.7.5. Policy #507: Corporal Punishment and Prone Restraint
  - 7.7.6. Policy #509: Enrollment of Nonresident Students
  - 7.7.7. Policy #512: School Sponsored Student Publications and Activities
  - 7.7.8. Policy #513: Student Promotion, Retention, and Program Design
  - 7.7.9. Policy #517: Student Recruiting
  - 7.7.10. Policy #518: DNR-DNI Orders
- 7.8. Approve MSHSL Application for Dissolution of Cooperative Sponsorship for Boys’ Hockey: Marshall, Minneota, Lakeview, and MACCRAY ..... M/S/V-RC
- 7.9. Approve MSHSL Application for Cooperative Sponsorship for Boys’ Hockey: Marshall, Minneota, and Lakeview ..... M/S/V-RC
- 7.10. Approve E-Learning Day Plans for Minneota Elementary and for Minneota High School..... M/S/V
- 7.11. Approve a Resolution for Acceptance of Gifts/Donations/Grants ..... M/S/V-RC

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

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

**10. Adjournment ..... M/S/V**

**BUSINESS**

**AGENDA**

# STUDENT ENROLLMENT

| Grade                              | 2020-2021<br>Funded | 2021-2022<br>Funded | 2022-2023<br>Funded | 2023-2024<br>Funded | 2024-2025<br>Funded | 10/14/2025  | 2026-2027<br>Projected |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|------------------------|
| PreK                               | 6.8                 | 6.1                 | 5.3                 | 7.6                 | 9.4                 | 46          | 45                     |
| HK/K                               | 22.6                | 39.3                | 31.8                | 42.1                | 29.7                | 38          | 33                     |
| 1st Grade                          | 31.1                | 23.8                | 39.1                | 33.0                | 41.2                | 31          | 39                     |
| 2nd Grade                          | 30.1                | 31.4                | 25.5                | 41.8                | 32.8                | 45          | 33                     |
| 3rd Grade                          | 42.3                | 33.9                | 32.6                | 29.0                | 42.2                | 33          | 47                     |
| 4th Grade                          | 28.0                | 42.9                | 36.3                | 31.5                | 30.9                | 40          | 33                     |
| 5th Grade                          | 37.0                | 24.9                | 46.6                | 37.5                | 33.2                | 32          | 41                     |
| 6th Grade                          | 36.2                | 37.5                | 23.5                | 46.2                | 38.1                | 33          | 32                     |
| 7th Grade                          | 46.8                | 47.6                | 53.3                | 42.6                | 53.4                | 47          | 41                     |
| 8th Grade                          | 46.4                | 46.3                | 48.1                | 54.3                | 45.4                | 53          | 48                     |
| 9th Grade                          | 45.0                | 50.1                | 44.9                | 49.3                | 54.7                | 51          | 56                     |
| 10th Grade                         | 45.6                | 43.7                | 49.0                | 45.1                | 50.3                | 52          | 50                     |
| 11th Grade                         | 48.3                | 45.0                | 42.7                | 46.2                | 46.0                | 52          | 54                     |
| 12th Grade                         | 49.2                | 45.7                | 42.6                | 42.7                | 43.0                | 46          | 50                     |
| <b>Total (K-12)</b>                | <b>508.8</b>        | <b>512.2</b>        | <b>516.0</b>        | <b>541.1</b>        | <b>540.8</b>        | <b>553</b>  | <b>555</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>12.2</b> | <b>1.8</b>             |



# Student Activity Account – Month End September 2025

| Fund #                       | Description                        | Receipt          | Expense             |
|------------------------------|------------------------------------|------------------|---------------------|
| 4                            | Student Council - Brads Market     |                  | \$ 26.46            |
| 4                            | Student Council - Pepsi            |                  | \$ 194.00           |
| 4                            | Student Council - Viking Coca Cola |                  | \$ 320.25           |
| 4                            | Student Council - Johnny Fales     |                  | \$ 62.96            |
| 4                            | Student Council - Brooke Sorensen  |                  | \$ 250.00           |
| 14                           | FFA - Minnesota FFA                |                  | \$ 245.00           |
| 15                           | FCCLA - National Fundraising       |                  | \$ 27,214.65        |
| 4                            | Student Council - Lobby Pop        | \$ 795.00        |                     |
| <b>September 2025 Totals</b> |                                    | <b>\$ 795.00</b> | <b>\$ 28,313.32</b> |

| Fund Name                    | FY26 Beginning Balance | September 2025   |                     |                  | Year-To-Date        |                     |                  | Ending Balance      | +/- From SOY  |
|------------------------------|------------------------|------------------|---------------------|------------------|---------------------|---------------------|------------------|---------------------|---------------|
|                              |                        | Receipts         | Expenses            | Transfers        | Receipts            | Expenses            | Transfers        |                     |               |
| FCCLA                        | \$ 15,529.65           |                  | \$ 27,214.65        |                  | \$ 14,634.00        | \$ 27,280.28        |                  | \$ 2,883.37         | -81.4%        |
| FFA                          | \$ 2,392.22            |                  | \$ 245.00           |                  | \$ -                | \$ 576.31           |                  | \$ 1,815.91         | -24.1%        |
| Grade 11                     | \$ 5,156.18            |                  | \$ -                | \$ (4,356.18)    | \$ -                | \$ 800.00           | \$ (4,356.18)    | \$ -                | -100.0%       |
| Grade 12                     | \$ 21.27               |                  |                     | \$ 4,334.91      | \$ -                | \$ -                | \$ 4,334.91      | \$ 4,356.18         | 20380.4%      |
| National Honor Society       | \$ 737.48              |                  |                     |                  | \$ -                | \$ -                |                  | \$ 737.48           | 0.0%          |
| Student Council              | \$ 6,108.65            | \$ 795.00        | \$ 853.67           | \$ 21.27         | \$ 870.00           | \$ 853.67           | \$ 21.27         | \$ 6,146.25         | 0.6%          |
| <b>September 2025 Totals</b> | <b>\$ 29,945.45</b>    | <b>\$ 795.00</b> | <b>\$ 28,313.32</b> | <b>\$ (0.00)</b> | <b>\$ 15,504.00</b> | <b>\$ 29,510.26</b> | <b>\$ (0.00)</b> | <b>\$ 15,939.19</b> | <b>-46.8%</b> |

## Monthly Cash Flow and Account Balances | End of September 2025

| Account  | Description - Use  | Beginning Balance      | Dividends - Interest | Credits - Revenue      | Debits - Expenditures  | Total Fixed Income   | Ending Balance         |
|--|--------------------|------------------------|----------------------|------------------------|------------------------|----------------------|------------------------|
| State Bank of Taunton [0200]   | General            | \$ 321,899.43          |                      | \$ 785,063.53          | \$ 905,468.81          |                      | \$ 201,494.15          |
| State Bank of Taunton [0218]   | Student Activities | \$ 43,457.51           |                      | \$ 795.00              | \$ 28,313.32           |                      | \$ 15,939.19           |
| State Bank of Taunton [0226]   | Petty Cash         | \$ 1,450.00            |                      | \$ -                   | \$ 550.00              |                      | \$ 900.00              |
| State Bank of Taunton [0234]   | Payroll            | \$ -                   |                      | \$ 279,120.18          | \$ 279,120.18          |                      | \$ -                   |
| PMA-MN Trust [2023A]   | 2023A              | \$ 1,025,301.95        | \$ 33,815.43         |                        | \$ -                   | \$ -                 | \$ 1,059,117.38        |
| PMA-MN Trust [2023B]   | 2023B              | \$ 2,759,089.79        | \$ 84,554.17         | \$ -                   | \$ -                   | \$ -                 | \$ 2,843,643.96        |
| PMA-MN Trust   | Investments        | \$ 4,340,814.53        | \$ 9,512.47          | \$ 724,133.76          | \$ 700,000.00          | \$ 714,900.00        | \$ 4,374,460.76        |
| <b>End of September 2025 Statement Totals: All Depositories</b>            |                    | <b>\$ 8,492,013.21</b> | <b>\$ 127,882.07</b> | <b>\$ 1,789,112.47</b> | <b>\$ 1,913,452.31</b> | <b>\$ 714,900.00</b> | <b>\$ 8,495,555.44</b> |
| <b>Net Cash Flow Increase From September 1, 2025 to September 30, 2025</b> |                    |                        |                      |                        |                        |                      | <b>\$ 3,542.23</b>     |

# FINANCIAL REPORT

## ALL FUNDS | EXPENSES & REVENUES

| Sequence: L, Fd |                            | 202403          |                |     | 202503          |                |     | 202603          |                |     |
|-----------------|----------------------------|-----------------|----------------|-----|-----------------|----------------|-----|-----------------|----------------|-----|
| Description     |                            | Budget          | Year to Date   | %   | Budget          | Year to Date   | %   | Budget          | Year to Date   | %   |
|                 |                            | BUD24           |                |     | BUD25           |                |     | ADP26           |                |     |
| R               | Revenue                    |                 |                |     |                 |                |     |                 |                |     |
| 01              | General Fund               | (7,760,002.00)  | (1,221,010.69) | 16% | (7,967,047.00)  | (1,432,639.64) | 18% | (8,316,367.00)  | (1,460,149.81) | 18% |
| 02              | Food Service Fund          | (497,500.00)    | (20,905.86)    | 4%  | (501,520.00)    | (29,688.71)    | 6%  | (506,870.00)    | (27,180.92)    | 5%  |
| 04              | Community Service          | (174,041.00)    | (26,848.76)    | 15% | (191,756.00)    | (32,777.45)    | 17% | (216,100.00)    | (33,981.84)    | 16% |
| 06              | Building Construction Fund | (2,635,533.00)  | (2,573,469.03) | 98% | (85,000.00)     | (44,114.80)    | 52% | (110,000.00)    | (19,718.09)    | 18% |
| 07              | Debt Service Fund          | (1,178,297.00)  | (299,973.10)   | 25% | (1,714,917.00)  | (414,219.51)   | 24% | (1,588,977.00)  | (398,117.16)   | 25% |
| 21              | Student Activity Account   | 0.00            | 1,224.90       | 0%  | 0.00            | 11,595.57      | 0%  | 0.00            | 14,006.26      | 0%  |
| R               | Revenue                    | (12,245,373.00) | (4,140,982.54) | 34% | (10,460,240.00) | (1,941,844.54) | 19% | (10,738,314.00) | (1,925,141.56) | 18% |
| E               | Expenditure                |                 |                |     |                 |                |     |                 |                |     |
| 01              | General Fund               | 7,904,910.00    | 1,169,710.14   | 15% | 7,930,185.00    | 1,409,846.93   | 18% | 8,278,726.00    | 1,311,377.25   | 16% |
| 02              | Food Service Fund          | 475,972.00      | 63,891.94      | 13% | 517,663.00      | 75,010.31      | 14% | 503,120.00      | 71,107.76      | 14% |
| 04              | Community Service          | 240,967.00      | 21,442.86      | 9%  | 253,575.00      | 38,741.92      | 15% | 264,478.00      | 33,622.28      | 13% |
| 06              | Building Construction Fund | 36,000.00       | 0.00           | 0%  | 264,358.00      | 0.00           | 0%  | 269,350.00      | 137,089.90     | 51% |
| 07              | Debt Service Fund          | 1,177,800.00    | 131,050.00     | 11% | 1,545,578.00    | 246,202.50     | 16% | 1,552,875.00    | 168,075.00     | 11% |
| E               | Expenditure                | 9,835,649.00    | 1,386,094.94   | 14% | 10,511,359.00   | 1,769,801.66   | 17% | 10,868,549.00   | 1,721,272.19   | 16% |



# FINANCIAL REPORT

## FUND 1 | GENERAL FUND REVENUES

| Sequence: Fd, O/S                 | 202403         |                |              | 202503         |                |              | 202603         |                |              |   |
|-----------------------------------|----------------|----------------|--------------|----------------|----------------|--------------|----------------|----------------|--------------|---|
|                                   | Budget         |                |              | Budget         |                |              | Budget         |                |              |   |
|                                   | Description    | BUD24          | Year to Date | %              | BUD25          | Year to Date | %              | ADP26          | Year to Date | % |
| 01 General Fund                   |                |                |              |                |                |              |                |                |              |   |
| 000 Local Revenues                | (1,818,631.00) | (195,605.63)   | 11%          | (1,630,758.00) | (153,572.06)   | 9%           | (1,845,370.00) | (267,596.24)   | 15%          |   |
| 200 State Revenues                | (4,736,729.00) | (872,245.87)   | 18%          | (4,884,767.00) | (1,046,447.37) | 21%          | (5,004,144.00) | (1,048,398.62) | 21%          |   |
| 300 State Revenues                | (1,017,477.00) | (119,548.70)   | 12%          | (1,185,850.00) | (117,555.20)   | 10%          | (1,321,940.00) | (123,138.93)   | 9%           |   |
| 400 Federal Revenues from State   | (148,519.00)   | (37,997.99)    | 26%          | (225,686.00)   | (114,113.01)   | 51%          | (90,032.00)    | (22,700.52)    | 25%          |   |
| 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           | (952.00)       | 0%           | 0.00           | 1,684.50       | 0%           |   |
| 01 General Fund                   | (7,760,002.00) | (1,221,010.69) | 16%          | (7,967,047.00) | (1,432,639.64) | 18%          | (8,316,367.00) | (1,460,149.81) | 18%          |   |



# FINANCIAL REPORT

## FUND 1 | GENERAL FUND EXPENSES

| Sequence: Fd, O/S |                      | 202403       |              |     | 202503       |              |     | 202603       |              |     |
|-------------------|----------------------|--------------|--------------|-----|--------------|--------------|-----|--------------|--------------|-----|
| Description       |                      | 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 | 577,850.49   | 13% | 4,417,569.00 | 638,000.88   | 14% | 4,409,305.00 | 668,260.78   | 15% |
| 200               | Employee Benefits    | 1,119,935.00 | 127,267.16   | 11% | 1,138,437.00 | 130,856.93   | 11% | 1,155,408.00 | 151,824.34   | 13% |
| 300               | Purchased Services   | 1,443,025.00 | 176,071.21   | 12% | 1,527,118.00 | 223,163.83   | 15% | 1,682,660.00 | 255,839.54   | 15% |
| 400               | Supplies & Materials | 787,395.00   | 198,276.72   | 25% | 606,905.00   | 382,798.34   | 63% | 612,583.00   | 193,767.81   | 32% |
| 500               | Capital Expenditures | 234,000.00   | 81,080.89    | 35% | 210,406.00   | 24,278.29    | 12% | 387,620.00   | 33,118.32    | 9%  |
| 800               | Other Expenditures   | 24,620.00    | 9,163.67     | 37% | 29,750.00    | 10,748.66    | 36% | 31,150.00    | 8,566.46     | 28% |
| 01                | General Fund         | 7,904,910.00 | 1,169,710.14 | 15% | 7,930,185.00 | 1,409,846.93 | 18% | 8,278,726.00 | 1,311,377.25 | 16% |





# MNTrust Monthly Statement

Minnesota ISD #414

**Please Note:**

THE FUND WILL BE CLOSED OCTOBER 13TH IN OBSERVANCE OF THE COLUMBUS DAY HOLIDAY

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

9/1/2025 - 9/30/2025

| <b>Investment Pool Summary</b> |  | <b>IS</b>             |
|--------------------------------|--|-----------------------|
| Beginning Market Balance       |  | \$2,911,014.53        |
| Dividends                      |  | \$9,512.47            |
| Purchases                      |  | \$724,133.76          |
| Redemptions                    |  | (\$700,000.00)        |
| Ending Market Balance          |  | \$2,944,660.76        |
| Average Monthly Rate           |  | 4.147%                |
| NAV / Share Price              |  | \$1.000               |
| <b>Total</b>                   |  | <b>\$2,944,660.76</b> |
| <b>Total Fixed Income</b>      |  | <b>\$714,900.00</b>   |
| <b>Account Total</b>           |  | <b>\$3,659,560.76</b> |

**Your Representative(s)**

**Xander Nguyen**

(612) 509-2564

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



**PTMA Financial Solutions**

2135 CityGate Lane, 7th Floor  
Naperville, IL 60563



# MNTrust Monthly Statement

Minnesota ISD #414

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

IS 9/1/2025 - 9/30/2025

| Transaction | Trade Date | Settle Date | Description                    | Redemption            | Purchase            | NAV / Share Price | Shares this Transaction |
|-------------|------------|-------------|--------------------------------|-----------------------|---------------------|-------------------|-------------------------|
| 11526712    | 09/09/2025 | 09/09/2025  | Online Wire Redemption         | (\$250,000.00)        | \$0.00              | \$1.000           | (250,000.000)           |
| 11528111    | 09/10/2025 | 09/10/2025  | State Funds Purchase, ISD 0414 | \$0.00                | \$21,579.35         | \$1.000           | 21,579.350              |
| 11535453    | 09/15/2025 | 09/15/2025  | State Funds Purchase, ISD 0414 | \$0.00                | \$177,915.53        | \$1.000           | 177,915.530             |
| 11564998    | 09/24/2025 | 09/24/2025  | Online Wire Redemption         | (\$250,000.00)        | \$0.00              | \$1.000           | (250,000.000)           |
| 11606309    | 09/30/2025 | 09/30/2025  | Online Wire Redemption         | (\$200,000.00)        | \$0.00              | \$1.000           | (200,000.000)           |
| 11606363    | 09/30/2025 | 09/30/2025  | State Funds Purchase, ISD 0414 | \$0.00                | \$524,638.88        | \$1.000           | 524,638.880             |
|             | 09/30/2025 | 09/30/2025  | Total Dividend Reinvestment    | \$0.00                | \$9,512.47          | \$1.000           | 9,512.470               |
|             |            |             |                                | <b>(\$700,000.00)</b> | <b>\$733,646.23</b> |                   | <b>33,646.230</b>       |

Beginning Market Value: \$2,911,014.53 | Ending Market Value: \$2,944,660.76



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

9/30/2025

| Type | Code | Holding Id | Trade Date | Settle Date | Maturity Date | Description                      | Cost                  | Rate   | NAV / Share Price | Face/Par              | Market Value          |
|------|------|------------|------------|-------------|---------------|----------------------------------|-----------------------|--------|-------------------|-----------------------|-----------------------|
| IS   |      |            |            | 09/30/2025  |               | IS Account Balance               | \$2,944,660.76        | 4.147% | \$1.000           | \$2,944,660.76        | \$2,944,660.76        |
| CD   | N    | 1373684-1  | 02/04/2025 | 02/04/2025  | 02/04/2026    | T Bank, National Association, TX | \$239,800.00          | 4.179% |                   | \$249,820.19          | \$239,800.00          |
| CD   | N    | 1373683-1  | 02/04/2025 | 02/04/2025  | 02/04/2026    | GBank, NV                        | \$239,800.00          | 4.177% |                   | \$249,816.45          | \$239,800.00          |
| CD   | N    | 1373682-1  | 02/04/2025 | 02/04/2025  | 07/28/2026    | Cornerstone Bank, NE             | \$235,300.00          | 4.149% |                   | \$249,715.77          | \$235,300.00          |
|      |      |            |            |             |               |                                  | <b>\$3,659,560.76</b> |        |                   | <b>\$3,694,013.17</b> | <b>\$3,659,560.76</b> |

**Time and Dollar Weighted Average Portfolio Yield:** 4.162%

**Weighted Average Portfolio Maturity:** 184.27 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   | 80.465%        | \$2,944,660.76  | IS Account             |
| CD   | 19.535%        | \$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 |
|---|-------------|



# MNTrust Monthly Statement

Minnesota ISD #414

**Please Note:**

THE FUND WILL BE CLOSED OCTOBER 13TH IN OBSERVANCE OF THE COLUMBUS DAY HOLIDAY

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

9/1/2025 - 9/30/2025

| <b>Investment Pool Summary</b> |  | <b>IS</b>           |
|--------------------------------|--|---------------------|
| Beginning Market Balance       |  | \$388,997.27        |
| Dividends                      |  | \$2,222.39          |
| Purchases                      |  | \$349,745.38        |
| Redemptions                    |  | \$0.00              |
| Ending Market Balance          |  | \$740,965.04        |
| Average Monthly Rate           |  | 4.147%              |
| NAV / Share Price              |  | \$1.000             |
| <b>Total</b>                   |  | <b>\$740,965.04</b> |
| <b>Total Fixed Income</b>      |  | <b>\$0.00</b>       |
| <b>Account Total</b>           |  | <b>\$740,965.04</b> |

**Your Representative(s)**

**Xander Nguyen**

(612) 509-2564

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



**PTMA Financial Solutions**

2135 CityGate Lane, 7th Floor  
Naperville, IL 60563



# MNTrust Monthly Statement

Minnesota ISD #414

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

IS 9/1/2025 - 9/30/2025

| Transaction | Trade Date | Settle Date | Description   | Redemption    | Purchase            | NAV / Share Price | Shares this Transaction |
|-------------|------------|-------------|---|---------------|---------------------|-------------------|-------------------------|
| 11514992    | 09/02/2025 | 09/02/2025  | FRI Maturity Purchase, SEC-61804-1 US TREASURY N/B, 91282CAJ0     | \$0.00        | \$100,000.00        | \$1.000           | 100,000.000             |
| 11515278    | 09/02/2025 | 09/02/2025  | FRI Interest Purchase, SEC-61804-1 US TREASURY N/B, 91282CAJ0     | \$0.00        | \$125.00            | \$1.000           | 125.000                 |
| 11529699    | 09/11/2025 | 09/11/2025  | FRI Maturity Purchase, CD-1353390-1 LATINO COMMUNITY CREDIT UNION | \$0.00        | \$226,750.00        | \$1.000           | 226,750.000             |
| 11529855    | 09/11/2025 | 09/11/2025  | FRI Interest Purchase, CD-1353390-1 LATINO COMMUNITY CREDIT UNION | \$0.00        | \$22,870.38         | \$1.000           | 22,870.380              |
|             | 09/30/2025 | 09/30/2025  | Total Dividend Reinvestment                                       | \$0.00        | \$2,222.39          | \$1.000           | 2,222.390               |
|             |            |             |   | <b>\$0.00</b> | <b>\$351,967.77</b> |                   | <b>351,967.770</b>      |

Beginning Market Value: \$388,997.27 | Ending Market Value: \$740,965.04



# MNTrust Monthly Statement

Minnesota ISD #414

## Fixed Income Investments

Maturities 9/1/2025 - 9/30/2025

| Type | Holding Id | Trade Date | Settle Date | Maturity Date | Description                   | Cost                | Rate   | Face/Par            |
|------|------------|------------|-------------|---------------|-------------------------------|---------------------|--------|---------------------|
| SEC  | 61804-1    | 08/31/2025 | 09/27/2023  | 08/31/2025    | US TREASURY N/B, 91282CAJ0    | \$91,402.34         | 4.988% | \$100,000.00        |
| CD   | 1353390-1  | 09/11/2025 | 09/12/2023  | 09/11/2025    | LATINO COMMUNITY CREDIT UNION | \$226,750.00        | 5.043% | \$249,620.38        |
|      |            |            |             |               |                               | <b>\$318,152.34</b> |        | <b>\$349,620.38</b> |



# MNTrust Monthly Statement

Minnesota ISD #414

## Fixed Income Investments

Interest 9/1/2025 - 9/30/2025

| Type | Holding Id | Trade Date | Description                                | Interest           |
|------|------------|------------|--|--------------------|
| SEC  | 61804-1    | 09/02/2025 | US TREASURY N/B, 91282CAJ0, Coupon Payment | \$125.00           |
| CD   | 1353390-1  | 09/11/2025 | LATINO COMMUNITY CREDIT UNION, Interest    | \$22,870.38        |
|      |            |            |  | <b>\$22,995.38</b> |



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

9/30/2025

| Type | Code | Holding Id | Trade Date | Settle Date | Maturity Date | Description        | Cost                | Rate   | NAV / Share Price | Face/Par            | Market Value        |
|------|------|------------|------------|-------------|---------------|--------------------|---------------------|--------|-------------------|---------------------|---------------------|
| IS   |      |            |            | 09/30/2025  |               | IS Account Balance | \$740,965.04        | 4.147% | \$1.000           | \$740,965.04        | \$740,965.04        |
|      |      |            |            |             |               |                    | <b>\$740,965.04</b> |        |                   | <b>\$740,965.04</b> | <b>\$740,965.04</b> |

**Time and Dollar Weighted Average Portfolio Yield:** n/a

**Weighted Average Portfolio Maturity:** n/a

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   | 100.000%       | \$740,965.04    | IS Account  |

## 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.



# MNTrust Monthly Statement

Minnesota ISD #414

**Please Note:**

THE FUND WILL BE CLOSED OCTOBER 13TH IN OBSERVANCE OF THE COLUMBUS DAY HOLIDAY

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

9/1/2025 - 9/30/2025

| <b>Investment Pool Summary</b> |  | <b>IS</b>             |
|--------------------------------|--|-----------------------|
| Beginning Market Balance       |  | \$1,193,496.03        |
| Dividends                      |  | \$6,228.01            |
| Purchases                      |  | \$861,123.04          |
| Redemptions                    |  | \$0.00                |
| Ending Market Balance          |  | \$2,060,847.08        |
| Average Monthly Rate           |  | 4.147%                |
| NAV / Share Price              |  | \$1.000               |
| <b>Total</b>                   |  | <b>\$2,060,847.08</b> |
| <b>Total Fixed Income</b>      |  | <b>\$0.00</b>         |
| <b>Account Total</b>           |  | <b>\$2,060,847.08</b> |

**Your Representative(s)**

**Xander Nguyen**

(612) 509-2564

xnguyen@pmanetwork.com

**Steve Pumper**

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*Representatives are associated with PMA Securities, LLC*

**Minnesota ISD #414**

504 N. Monroe St.

Minneota, MN 56264



**PTMA Financial Solutions**

2135 CityGate Lane, 7th Floor  
Naperville, IL 60563



# MNTrust Monthly Statement

Minnesota ISD #414

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

IS 9/1/2025 - 9/30/2025

| Transaction | Trade Date | Settle Date | Description   | Redemption    | Purchase            | NAV / Share Price | Shares this Transaction |
|-------------|------------|-------------|---|---------------|---------------------|-------------------|-------------------------|
| 11514993    | 09/02/2025 | 09/02/2025  | FRI Maturity Purchase, SEC-61803-1 US TREASURY N/B, 91282CAJ0 | \$0.00        | \$200,000.00        | \$1.000           | 200,000.000             |
| 11515279    | 09/02/2025 | 09/02/2025  | FRI Interest Purchase, SEC-61803-1 US TREASURY N/B, 91282CAJ0 | \$0.00        | \$250.00            | \$1.000           | 250.000                 |
| 11529700    | 09/11/2025 | 09/11/2025  | FRI Maturity Purchase, CD-1353414-1 Baxter Credit Union       | \$0.00        | \$226,850.00        | \$1.000           | 226,850.000             |
| 11529701    | 09/11/2025 | 09/11/2025  | FRI Maturity Purchase, CD-1353417-1 First National Bank       | \$0.00        | \$146,150.00        | \$1.000           | 146,150.000             |
| 11529702    | 09/11/2025 | 09/11/2025  | FRI Maturity Purchase, CD-1353420-1 First National Bank       | \$0.00        | \$227,000.00        | \$1.000           | 227,000.000             |
| 11529856    | 09/11/2025 | 09/11/2025  | FRI Interest Purchase, CD-1353414-1 Baxter Credit Union       | \$0.00        | \$23,017.79         | \$1.000           | 23,017.790              |
| 11529857    | 09/11/2025 | 09/11/2025  | FRI Interest Purchase, CD-1353417-1 First National Bank       | \$0.00        | \$14,993.66         | \$1.000           | 14,993.660              |
| 11529858    | 09/11/2025 | 09/11/2025  | FRI Interest Purchase, CD-1353420-1 First National Bank       | \$0.00        | \$22,861.59         | \$1.000           | 22,861.590              |
|             | 09/30/2025 | 09/30/2025  | Total Dividend Reinvestment                                   | \$0.00        | \$6,228.01          | \$1.000           | 6,228.010               |
|             |            |             |   | <b>\$0.00</b> | <b>\$867,351.05</b> |                   | <b>867,351.050</b>      |

Beginning Market Value: \$1,193,496.03 | Ending Market Value: \$2,060,847.08



# MNTrust Monthly Statement

Minnesota ISD #414

## Fixed Income Investments

Maturities 9/1/2025 - 9/30/2025

| Type | Holding Id | Trade Date | Settle Date | Maturity Date | Description                | Cost                | Rate   | Face/Par            |
|------|------------|------------|-------------|---------------|----------------------------|---------------------|--------|---------------------|
| SEC  | 61803-1    | 08/31/2025 | 09/27/2023  | 08/31/2025    | US TREASURY N/B, 91282CAJ0 | \$182,796.88        | 4.990% | \$200,000.00        |
| CD   | 1353417-1  | 09/11/2025 | 09/12/2023  | 09/11/2025    | First National Bank        | \$146,150.00        | 5.028% | \$161,143.66        |
| CD   | 1353420-1  | 09/11/2025 | 09/12/2023  | 09/11/2025    | First National Bank        | \$227,000.00        | 5.035% | \$249,861.59        |
| CD   | 1353414-1  | 09/11/2025 | 09/12/2023  | 09/11/2025    | Baxter Credit Union        | \$226,850.00        | 4.977% | \$249,867.79        |
|      |            |            |             |               |                            | <b>\$782,796.88</b> |        | <b>\$860,873.04</b> |



# MNTrust Monthly Statement

Minnesota ISD #414

## Fixed Income Investments

Interest 9/1/2025 - 9/30/2025

| Type | Holding Id | Trade Date | Description                                | Interest           |
|------|------------|------------|--|--------------------|
| SEC  | 61803-1    | 09/02/2025 | US TREASURY N/B, 91282CAJ0, Coupon Payment | \$250.00           |
| CD   | 1353414-1  | 09/11/2025 | Baxter Credit Union, Interest              | \$23,017.79        |
| CD   | 1353417-1  | 09/11/2025 | First National Bank, Interest              | \$14,993.66        |
| CD   | 1353420-1  | 09/11/2025 | First National Bank, Interest              | \$22,861.59        |
|      |            |            |  | <b>\$61,123.04</b> |



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

9/30/2025

| Type | Code | Holding Id | Trade Date | Settle Date | Maturity Date | Description        | Cost                  | Rate   | NAV / Share Price | Face/Par              | Market Value          |
|------|------|------------|------------|-------------|---------------|--------------------|-----------------------|--------|-------------------|-----------------------|-----------------------|
| IS   |      |            |            | 09/30/2025  |               | IS Account Balance | \$2,060,847.08        | 4.147% | \$1.000           | \$2,060,847.08        | \$2,060,847.08        |
|      |      |            |            |             |               |                    | <b>\$2,060,847.08</b> |        |                   | <b>\$2,060,847.08</b> | <b>\$2,060,847.08</b> |

**Time and Dollar Weighted Average Portfolio Yield:** n/a

**Weighted Average Portfolio Maturity:** n/a

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   | 100.000%       | \$2,060,847.08  | IS Account  |

## 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.

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

| <b>Fund</b>         | <b>Description</b> | <b>Total</b>        |
|---------------------|--------------------|---------------------|
| 01                  | General Fund       | \$483,158.96        |
| 02                  | Food Service Fund  | \$28,394.89         |
| 04                  | Community Service  | \$1,961.13          |
| <b>Report Total</b> |                    | <b>\$513,514.98</b> |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd          | Vendor                        | Pmt/Void Date | Pmt Type |                           |  |
|------|------------|-------|--------------|-------------------------------|---------------|----------|---------------------------|--|
| SBT  | 00127      |       |              | COMMISSIONER OF REVENUE       |               | Wire     |                           |  |
|      |            |       | B 01 215 013 | ST TAX                        |               |          | \$6,867.56                |  |
| PO#: | Voucher #: | 51044 | Invoice      | Invoice No: S2026060          | 9/25/2025     |          | Paid Amt: \$6,867.56      |  |
|      |            |       |              |                               |               |          | Check Amount: \$6,867.56  |  |
| SBT  | 00594      |       |              | PUBLIC EMPLOYEES RETIREMENT   |               | Wire     |                           |  |
|      |            |       | B 01 215 017 | PERA                          |               |          | \$8,768.15                |  |
|      |            |       | B 01 215 017 | Credit on Account             |               |          | (\$25.30)                 |  |
| PO#: | Voucher #: | 51045 | Invoice      | Invoice No: S2026060          | 9/25/2025     |          | Paid Amt: \$8,742.85      |  |
|      |            |       |              |                               |               |          | Check Amount: \$8,742.85  |  |
| SBT  | 00710      |       |              | TEACHERS RETIREMENT           |               | Wire     |                           |  |
|      |            |       | B 01 215 018 | TRA                           |               |          | \$25,370.54               |  |
|      |            |       | B 01 215 018 | Credit on Account             |               |          | (\$34.98)                 |  |
| PO#: | Voucher #: | 51047 | Invoice      | Invoice No: S2026060          | 9/25/2025     |          | Paid Amt: \$25,335.56     |  |
|      |            |       |              |                               |               |          | Check Amount: \$25,335.56 |  |
| SBT  | 2313       |       |              | Educators Benefit Consultants |               | Wire     |                           |  |
|      |            |       | B 01 215 000 | PAYROLL DEDUCTIONS            |               |          | \$1,613.88                |  |
|      |            |       | B 01 215 085 | MED FSA                       |               |          | \$825.00                  |  |
|      |            |       | B 01 215 086 | PAYROLL DEDUCTIONS            |               |          | \$645.83                  |  |
| PO#: | Voucher #: | 51040 | Invoice      | Invoice No: S2026060          | 9/25/2025     |          | Paid Amt: \$3,084.71      |  |
|      |            |       |              |                               |               |          | Check Amount: \$3,084.71  |  |
| SBT  | 3017       |       |              | EFTPS                         |               | Wire     |                           |  |
|      |            |       | B 01 215 010 | FICA/MD                       |               |          | \$30,394.48               |  |
|      |            |       | B 01 215 011 | FED TAX                       |               |          | \$11,789.30               |  |
| PO#: | Voucher #: | 51042 | Invoice      | Invoice No: S2026060          | 9/25/2025     |          | Paid Amt: \$42,183.78     |  |
|      |            |       |              |                               |               |          | Check Amount: \$42,183.78 |  |
| SBT  | 3022       |       |              | Common Remitter               |               | Wire     |                           |  |
|      |            |       | B 01 215 005 | PAYANNU                       |               |          | \$5,828.91                |  |
| PO#: | Voucher #: | 51048 | Invoice      | Invoice No: S2026060          | 9/25/2025     |          | Paid Amt: \$5,828.91      |  |
|      |            |       | B 01 215 005 | PAYANNU                       |               |          | \$200.34                  |  |
| PO#: | Voucher #: | 51046 | Invoice      | Invoice No: S2026060          | 9/25/2025     |          | Paid Amt: \$200.34        |  |
|      |            |       | B 01 215 005 | PAYANNU                       |               |          | \$598.41                  |  |
| PO#: | Voucher #: | 51041 | Invoice      | Invoice No: S2026060          | 9/25/2025     |          | Paid Amt: \$598.41        |  |
|      |            |       |              |                               |               |          | Check Amount: \$6,627.66  |  |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code       | Rcd                 | Vendor  | Pmt/Void Date           | Pmt Type      |             |          |
|------|------------|------------|---------------------|---|-------------------------|---------------|-------------|----------|
| SBT  | 00211      |            |                     | SW/WC SERVICE COOPERATIVES  |                         | Wire          |             |          |
|      |            | B 01       | 215 027             | Group Insurance - Payroll Deduction   |                         |               | \$37,774.28 |          |
| PO#: | Voucher #: | 51063      | Invoice             | Invoice No: September 25 Final  | 9/25/2025               | Paid Amt:     | \$37,774.28 |          |
|      |            |            |                     |   |                         | Check Amount: | \$37,774.28 |          |
| SBT  | 01418      |            |                     | HORACE MANN   |                         | Wire          |             |          |
|      |            | B 01       | 215 051             | KL Auto - Payroll Deduction   |                         |               | \$261.83    |          |
|      |            | B 01       | 215 051             | KL Auto - Payroll Deduction   |                         |               | \$261.83    |          |
| PO#: | Voucher #: | 51061      | Invoice             | Invoice No: 8/26-9/11   | 9/25/2025               | Paid Amt:     | \$523.66    |          |
|      |            |            |                     |   |                         | Check Amount: | \$523.66    |          |
| SBT  | 4275       |            |                     | Northeast Service Coop  |                         | Wire          |             |          |
|      |            | B 01       | 215 032             | October 2025 - Group Dental   |                         |               | \$2,545.00  |          |
| PO#: | Voucher #: | 51057      | Invoice             | Invoice No: 2429  | 9/25/2025               | Paid Amt:     | \$2,545.00  |          |
|      |            |            |                     |   |                         | Check Amount: | \$2,545.00  |          |
| SBT  | 4275       |            |                     | Northeast Service Coop  |                         | Wire          |             |          |
|      |            | B 01       | 215 032             | September 2025 - Group Dental   |                         |               | \$2,545.00  |          |
| PO#: | Voucher #: | 51056      | Invoice             | Invoice No: 2391  | 9/25/2025               | Paid Amt:     | \$2,545.00  |          |
|      |            |            |                     |   |                         | Check Amount: | \$2,545.00  |          |
| SBT  | 3034       |            |                     | elan Corporate  |                         | Wire          |             |          |
|      |            | E 01       | 300 292 209 000 401 | WORKPRO 408-Piece Mechanics Tool Set  |                         |               | \$159.99    |          |
| PO#: | 11262      | Voucher #: | 51067               | Invoice   | Invoice No: Aug/Sept CC | 9/26/2025     | Paid Amt:   | \$159.99 |
|      |            |            |                     |   |                         |               |             |          |
|      |            | E 01       | 100 203 022 000 430 | <a href="https://www.amazon.com/Finduat-Footprint-Stick">https://www.amazon.com/Finduat-Footprint-Stick</a> |                         |               | \$8.99      |          |
|      |            | E 01       | 100 203 022 000 430 | <a href="https://www.amazon.com/gisgfim-Washable-Pro">https://www.amazon.com/gisgfim-Washable-Pro</a>       |                         |               | \$9.99      |          |
| PO#: | 11249      | Voucher #: | 51068               | Invoice   | Invoice No: Aug/Sept CC | 9/26/2025     | Paid Amt:   | \$18.98  |
|      |            |            |                     |   |                         |               |             |          |
|      |            | E 01       | 300 255 000 000 430 | <a href="https://www.amazon.com/LICHAMP-Measuring-">https://www.amazon.com/LICHAMP-Measuring-</a>           |                         |               | \$83.76     |          |
| PO#: | 11261      | Voucher #: | 51069               | Invoice   | Invoice No: Aug/Sept CC | 9/26/2025     | Paid Amt:   | \$83.76  |
|      |            |            |                     |   |                         |               |             |          |
|      |            | E 01       | 300 212 000 000 430 | 24 pack - Linoleum Cutter Kit   |                         |               | \$91.99     |          |
|      |            | E 01       | 300 212 000 000 430 | 6x8 Linoleum Blocks   |                         |               | \$61.98     |          |
|      |            | E 01       | 300 212 000 000 430 | 15 Piece Woodburning kit  |                         |               | \$471.75    |          |
|      |            | E 01       | 300 212 000 000 430 | 40 count sharpies, fine point, black  |                         |               | \$47.38     |          |
|      |            | E 01       | 300 212 000 000 430 | 36 count - thin tip sharpie   |                         |               | \$41.76     |          |
|      |            | E 01       | 300 212 000 000 430 | 240ct Crayola Colored Pencils   |                         |               | \$69.96     |          |
|      |            | E 01       | 300 212 000 000 430 | Freight   |                         |               | \$13.11     |          |
| PO#: | 11265      | Voucher #: | 51070               | Invoice   | Invoice No: Aug/Sept CC | 9/26/2025     | Paid Amt:   | \$797.93 |
|      |            |            |                     |   |                         |               |             |          |
|      |            | E 01       | 300 260 000 000 430 | Fiskars All Purpose Scissors  |                         |               | \$50.00     |          |
|      |            | E 01       | 300 260 000 000 430 | Bezente Assorted Rainbow Latex Balloons, 100  |                         |               | \$22.36     |          |
|      |            | E 01       | 300 260 000 000 430 | PerkHomy Cotton Butchers Twine String 1100 F  |                         |               | \$7.99      |          |
|      |            | E 01       | 300 260 000 000 430 | EBOOT 20 Pack Clear Plastic 12 Inch Straight I  |                         |               | \$13.50     |          |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor              | Pmt/Void Date   | Pmt Type  |           |          |
|------------|------------|-------|---------|---------------------|---|-----------|-----------|----------|
| SBT        | 3034       |       |         | elan Corporate      |   | Wire      |           |          |
|            |            |       | E 01    | 300 260 000 000 430 | Elmer's All Purpose School Glue Sticks, Acid-Fr   | \$10.99   |           |          |
|            |            |       | E 01    | 300 260 000 000 430 | Quality Choice Effervescent Pain Relief Tablets (   | \$27.37   |           |          |
|            |            |       | E 01    | 300 260 000 000 430 | X-bet MAGNET Heavy Duty Magnets for Crafts  | \$14.99   |           |          |
|            |            |       | E 01    | 300 260 000 000 430 | Hotop 500 Pcs Paper Brass Fasteners   | \$11.21   |           |          |
|            |            |       | E 01    | 300 260 000 000 430 | (12 Rolls) 2 1/4 x 150 ft White Adding Machine T  | \$15.99   |           |          |
| PO#: 11258 | Voucher #: | 51071 | Invoice | Invoice No:         | Aug/Sept CC   | 9/26/2025 | Paid Amt: | \$174.40 |
|            |            |       | E 01    | 300 260 000 000 430 | Westcott Stainless Steel Rulers - 18" Length 1"   | \$60.30   |           |          |
|            |            |       | E 01    | 300 260 000 000 430 | Celestron 44422 Digital USB HD Microscope Im  | \$93.46   |           |          |
|            |            |       | E 01    | 300 260 000 000 430 | Freight   | \$7.30    |           |          |
| PO#: 11257 | Voucher #: | 51072 | Invoice | Invoice No:         | Aug/Sept CC   | 9/26/2025 | Paid Amt: | \$161.06 |
|            |            |       | E 01    | 300 256 000 000 430 | <a href="https://www.amazon.com/dp/B000061E7A?psc=">https://www.amazon.com/dp/B000061E7A?psc=</a> | \$2.87    |           |          |
|            |            |       | E 01    | 300 256 000 000 430 | Black and Blue Pens   | \$8.05    |           |          |
|            |            |       | E 01    | 300 256 000 000 430 | Note Cards  | \$4.49    |           |          |
|            |            |       | E 01    | 300 256 000 000 430 | Rulers  | \$9.55    |           |          |
|            |            |       | E 01    | 300 256 000 000 430 | Graph sticky notes  | \$8.99    |           |          |
|            |            |       | E 01    | 300 256 000 000 430 | Graph paper   | \$11.51   |           |          |
|            |            |       | E 01    | 300 256 000 000 430 | Pencils   | \$9.89    |           |          |
|            |            |       | E 01    | 300 256 000 000 430 | Colored Pencils   | \$14.33   |           |          |
|            |            |       | E 01    | 300 256 000 000 430 | Dry erase erasers   | \$9.99    |           |          |
|            |            |       | E 01    | 300 256 000 000 430 | Electric pencil sharpener   | \$28.99   |           |          |
| PO#: 11259 | Voucher #: | 51073 | Invoice | Invoice No:         | Aug/Sept CC   | 9/26/2025 | Paid Amt: | \$108.66 |
|            |            |       | E 04    | 005 582 000 344 401 | 1000 PCS adorable balloon shaped happy birthc   | \$15.98   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | birthday award pete the cat   | \$15.98   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | pete the cat birthday crowns  | \$28.95   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | YELLOW folder ECR4kids 36 piece   | \$40.53   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | 800 P Feathers  | \$15.98   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | Valchemist flextrack 5000   | \$69.76   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | Coloration Chubby brush   | \$70.72   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | Gushu 1500 Foam shape stickers  | \$27.98   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | 2016 Multi-shape stickers   | \$15.92   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | 1200 pack rhinestones   | \$13.50   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | 1900 P Letter beads   | \$11.89   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | Bear Paw LARGE stretchy band  | \$75.50   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | Hygloss Colored sand WHITE 25 lbs   | \$59.99   |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | HeHali 1000 P Pom Pom   | \$9.99    |           |          |
|            |            |       | E 04    | 005 582 000 344 401 | 2200 P Pom Poms   | \$16.97   |           |          |

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

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank              | Check No          | Code         | Rcd                      | Vendor   | Pmt/Void Date    | Pmt Type                    |
|-------------------|-------------------|--------------|--------------------------|--|------------------|-----------------------------|
| SBT               | 3034              |              |                          | elan Corporate                                   |                  | Wire                        |
|                   |                   |              | E 04 005 582 000 344 401 | Kinetic Sand 11 lbs                              |                  | \$67.90                     |
|                   |                   |              | E 04 005 582 000 344 401 | crayola Fine Line 200 Ct Markers                 |                  | \$53.68                     |
|                   |                   |              | E 04 005 582 000 344 401 | crayola 12 ct BLUE markers                       |                  | \$7.38                      |
|                   |                   |              | E 04 005 582 000 344 401 | Crayola Markers 12 Ct RED                        |                  | \$7.99                      |
|                   |                   |              | E 04 005 582 000 344 401 | craftzilla Masking Tape 11 roles                 |                  | \$45.98                     |
|                   |                   |              | E 04 005 582 000 344 401 | Wooden kids tape dispenser                       |                  | \$65.98                     |
|                   |                   |              | E 04 005 582 000 344 401 | Pearington 25 Shelf Mobile 2 pack                |                  | \$148.09                    |
|                   |                   |              | E 04 005 582 000 344 401 | ECR4KIDS softzone RED rest mat 2 in              |                  | \$204.99                    |
|                   |                   |              | E 04 005 582 000 344 401 | Freight  |                  | \$27.61                     |
| <b>PO#: 11233</b> | <b>Voucher #:</b> | <b>51074</b> | Invoice                  | <b>Invoice No:</b> Aug/Sept CC                   | <b>9/26/2025</b> | <b>Paid Amt: \$1,119.24</b> |
|                   |                   |              | E 01 300 292 237 000 401 | White Christmas arr. Audrey Snyder, TTB Octav    |                  | \$35.00                     |
|                   |                   |              | E 01 300 292 237 000 401 | Freight  |                  | \$2.41                      |
| <b>PO#: 11283</b> | <b>Voucher #:</b> | <b>51075</b> | Invoice                  | <b>Invoice No:</b> Aug/Sept CC                   | <b>9/26/2025</b> | <b>Paid Amt: \$37.41</b>    |
|                   |                   |              | E 01 300 341 000 830 430 | Personal Budgeting Game                          |                  | \$460.00                    |
| <b>PO#: 11240</b> | <b>Voucher #:</b> | <b>51076</b> | Invoice                  | <b>Invoice No:</b> Aug/Sept CC                   | <b>9/26/2025</b> | <b>Paid Amt: \$460.00</b>   |
|                   |                   |              | E 01 300 341 000 830 430 | Screencastify                                    |                  | \$120.00                    |
|                   |                   |              | E 01 300 211 000 000 405 | Screencastify                                    |                  | \$120.00                    |
| <b>PO#: 11237</b> | <b>Voucher #:</b> | <b>51077</b> | Invoice                  | <b>Invoice No:</b> Aug/Sept CC                   | <b>9/26/2025</b> | <b>Paid Amt: \$240.00</b>   |
|                   |                   |              | E 01 100 203 000 000 406 | 4 Classroom (Science Only) Licenses              |                  | \$900.00                    |
| <b>PO#: 11168</b> | <b>Voucher #:</b> | <b>51078</b> | Invoice                  | <b>Invoice No:</b> Aug/Sept CC                   | <b>9/26/2025</b> | <b>Paid Amt: \$900.00</b>   |
|                   |                   |              | E 01 005 720 000 000 401 | 11403-000001 Physio-Control LIFEPAK CR Plu:      |                  | \$405.00                    |
| <b>PO#: 11247</b> | <b>Voucher #:</b> | <b>51079</b> | Invoice                  | <b>Invoice No:</b> Aug/Sept CC                   | <b>9/26/2025</b> | <b>Paid Amt: \$405.00</b>   |
|                   |                   |              | E 01 100 203 022 000 430 | https://www.walmart.com/ip/seort/111763107       |                  | \$10.94                     |
|                   |                   |              | E 01 100 203 022 000 430 | https://www.walmart.com/ip/seort/10403197        |                  | \$27.08                     |
|                   |                   |              | E 01 100 203 022 000 430 | Freight  |                  | \$1.70                      |
| <b>PO#: 11238</b> | <b>Voucher #:</b> | <b>51080</b> | Invoice                  | <b>Invoice No:</b> Aug/Sept CC                   | <b>9/26/2025</b> | <b>Paid Amt: \$39.72</b>    |
|                   |                   |              | E 01 100 203 034 000 430 | Mainstays 3-Shelf Bookcase with Adjustable Sh    |                  | \$26.05                     |
|                   |                   |              | E 01 100 203 034 000 430 | PINK JLab Headphones                             |                  | \$12.88                     |
|                   |                   |              | E 01 100 203 034 000 430 | Blue and Grey JLab Headphones                    |                  | \$12.88                     |
|                   |                   |              | E 01 100 203 034 000 430 | Navy and Green JLab Headphones                   |                  | \$12.88                     |
|                   |                   |              | E 01 100 203 034 000 430 | 4 pcs Magnetic Hooks                             |                  | \$8.99                      |
|                   |                   |              | E 01 100 203 034 000 430 | Grey and Purple JLab Headphones                  |                  | \$12.88                     |
|                   |                   |              | E 01 100 203 034 000 430 | Coral and Green JLab Headphones                  |                  | \$12.88                     |
|                   |                   |              | E 01 100 203 034 000 430 | 150 sheets of Premium White Cardstock            |                  | \$0.00                      |
| <b>PO#: 11254</b> | <b>Voucher #:</b> | <b>51081</b> | Invoice                  | <b>Invoice No:</b> Aug/Sept CC                   | <b>9/26/2025</b> | <b>Paid Amt: \$99.44</b>    |
|                   |                   |              | E 01 300 220 000 000 430 | YASONIC 3 Tier Rolling Cart - Metal Utility Cart |                  | \$31.99                     |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor                  | Pmt/Void Date   | Pmt Type           |
|------------|------------|-------|---------|-------------------------|---|--------------------|
| SBT        | 3034       |       |         | elan Corporate          |   | Wire               |
|            |            |       | E 01    | 300 220 000 000 430     | 200 Pcs Mochi Squishy Toy, Kawaii Squishies B   | \$26.99            |
|            |            |       | E 01    | 300 220 000 000 430     | CUweipeng Black Cat Pencil Erasers - 60Pcs N  | \$9.99             |
|            |            |       | E 01    | 300 220 000 000 430     | AOWDIAO 150 Pcs Aesthetic Stickers Pack - V   | \$6.99             |
|            |            |       | E 01    | 300 220 000 000 430     | EXPO Dry Erase Soft Pile Block Whiteboard Er  | \$2.98             |
|            |            |       | E 01    | 300 220 000 000 430     | EXPO Dry Erase Markers Ultimate Pack, Chisel  | \$23.99            |
|            |            |       | E 01    | 300 220 000 000 430     | Color Transparent Ruler Plastic Rulers - Ruler 1  | \$5.99             |
|            |            |       | E 01    | 300 220 000 000 430     | Madisi Wood-Cased #2 HB Pencils, Yellow, Pre-   | \$39.99            |
|            |            |       | E 01    | 300 220 000 000 430     | Scissors, BOOMIBOO 8" All Purpose 6 Pack - (  | \$11.98            |
|            |            |       | E 01    | 300 220 000 000 430     | Crayola Colored Pencils Classpack (240ct), Mus  | \$34.98            |
|            |            |       | E 01    | 300 220 000 000 430     | Crayola Broad Line Markers Classpack (256 Ct)   | \$59.99            |
|            |            |       | E 01    | 300 220 000 000 430     | If Punctuation Could Talk Posters Boho Style Gr   | \$12.58            |
|            |            |       | E 01    | 300 220 000 000 430     | Outus 13 Pcs Elements of English Language an  | \$15.99            |
|            |            |       | E 01    | 300 220 000 000 430     | Podium Stand,Portable Lectern with 7 Adjustabl  | \$59.95            |
|            |            |       | E 01    | 300 220 000 000 430     | Amazon Basics Hanging Organizer File Folders  | \$9.27             |
|            |            |       | E 01    | 300 220 000 000 430     | Freight   | \$42.20            |
| PO#: 11250 | Voucher #: | 51082 | Invoice | Invoice No: Aug/Sept CC | 9/26/2025   | Paid Amt: \$395.85 |
|            |            |       | E 01    | 300 298 000 000 401     | Aobabo Upgraded Garage Storage Cabinets witi  | \$169.99           |
| PO#: 11230 | Voucher #: | 51083 | Invoice | Invoice No: Aug/Sept CC | 9/26/2025   | Paid Amt: \$169.99 |
|            |            |       | E 01    | 100 203 022 000 430     | <a href="https://www.amazon.com/gp/product/B00006IFA">https://www.amazon.com/gp/product/B00006IFA</a>     | \$9.95             |
|            |            |       | E 01    | 100 203 022 000 430     | <a href="https://www.amazon.com/gp/product/B0B5KPHL">https://www.amazon.com/gp/product/B0B5KPHL</a>       | \$5.99             |
|            |            |       | E 01    | 100 203 022 000 430     | <a href="https://www.amazon.com/Viicoor-Slap-Bracelets">https://www.amazon.com/Viicoor-Slap-Bracelets</a> | \$7.93             |
| PO#: 11232 | Voucher #: | 51084 | Invoice | Invoice No: Aug/Sept CC | 9/26/2025   | Paid Amt: \$23.87  |
|            |            |       | E 01    | 100 203 029 000 430     | Aheaplus 6 Tier Rotating Bookshelf Tower, Revo  | \$129.98           |
| PO#: 11242 | Voucher #: | 51085 | Invoice | Invoice No: Aug/Sept CC | 9/26/2025   | Paid Amt: \$129.98 |
|            |            |       | E 01    | 100 410 000 740 433     | Game Town Math- Educational board Game for I  | \$19.99            |
|            |            |       | E 01    | 100 410 000 740 433     | Mattel Games Uno Card game in storage tin   | \$10.99            |
|            |            |       | E 01    | 100 410 000 740 433     | Adsumudi Math Game- The monstrously fun sm  | \$17.99            |
|            |            |       | E 01    | 100 410 000 740 433     | Hasbro Gaming Jenga Wooden stacking tumblir   | \$16.99            |
|            |            |       | E 01    | 100 410 000 740 433     | Freight   | \$5.59             |
| PO#: 11174 | Voucher #: | 51086 | Invoice | Invoice No: Aug/Sept CC | 9/26/2025   | Paid Amt: \$71.55  |
|            |            |       | E 01    | 100 410 000 740 433     | Level 2 - Sound Game  | \$15.99            |
|            |            |       | E 01    | 100 410 000 740 433     | Level 2 - Name that Short Vowel Game  | \$17.99            |
|            |            |       | E 01    | 100 410 000 740 433     | Level 3 - Unit Game   | \$15.99            |
|            |            |       | E 01    | 100 410 000 740 433     | (Level 4, Lesson4) 1-2-3 Blast Off Game   | \$16.99            |
|            |            |       | E 01    | 100 410 000 740 433     | Level 6 Spelling Rules Game- Lessons 3-4  | \$19.99            |
|            |            |       | E 01    | 100 410 000 740 433     | Level 6 Spelling Rules Game Lessons 5-13  | \$19.99            |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor              | Pmt/Void Date                                    | Pmt Type   |           |          |
|------------|------------|-------|---------|---------------------|--|------------|-----------|----------|
| SBT        | 3034       |       |         | elan Corporate      |  | Wire       |           |          |
|            |            |       | E 01    | 100 410 000 740 433 | Level 7 Bossy W Spelling Rules Game              | \$19.99    |           |          |
|            |            |       | E 01    | 100 410 000 740 433 | Freight  | \$31.95    |           |          |
| PO#: 11159 | Voucher #: | 51087 | Invoice | Invoice No:         | Aug/Sept CC                                      | 9/26/2025  | Paid Amt: | \$158.88 |
|            |            |       | E 01    | 100 203 033 000 430 | BONTEC Gas Spring Mobile Stand Up Desk, R        | \$103.99   |           |          |
|            |            |       | E 01    | 100 203 033 000 430 | JALL 16" Large Digital Wall Mount Clock, Count   | \$32.99    |           |          |
|            |            |       | E 01    | 100 203 033 000 430 | Pentel EnerGel RTX Retractable Liquid Gel Pen    | \$11.98    |           |          |
|            |            |       | E 01    | 100 203 033 000 430 | TAVR Dual Monitor Stand Riser Office Desktop     | \$19.60    |           |          |
|            |            |       | E 01    | 100 203 033 000 430 | Tiny Expressions Teacher Notepad - To Do List I  | \$13.58    |           |          |
| PO#: 11243 | Voucher #: | 51088 | Invoice | Invoice No:         | Aug/Sept CC                                      | 9/26/2025  | Paid Amt: | \$182.14 |
|            |            |       | E 01    | 100 203 000 000 430 | 2025/2026 Standard Elementary School Planner     | \$357.30   |           |          |
|            |            |       | E 01    | 100 203 000 000 430 | Freight  | \$0.21     |           |          |
| PO#: 11235 | Voucher #: | 51089 | Invoice | Invoice No:         | Aug/Sept CC                                      | 9/26/2025  | Paid Amt: | \$357.51 |
|            |            |       | E 01    | 300 341 000 830 430 | Class Bank                                       | \$100.00   |           |          |
| PO#: 11234 | Voucher #: | 51090 | Invoice | Invoice No:         | Aug/Sept CC                                      | 9/26/2025  | Paid Amt: | \$100.00 |
|            |            |       | E 01    | 100 420 000 740 433 | SASet 4: All Ten of the Stand alone chapter book | \$99.50    |           |          |
|            |            |       | E 01    | 100 420 000 740 433 | SASet5: Set of all 5 chapter books for level 5   | \$49.75    |           |          |
| PO#: 11173 | Voucher #: | 51091 | Invoice | Invoice No:         | Aug/Sept CC                                      | 9/26/2025  | Paid Amt: | \$149.25 |
|            |            |       | E 01    | 005 257 000 000 401 | Privacy Screens for Monitors in Classrooms (2-f  | \$713.86   |           |          |
| PO#: 11241 | Voucher #: | 51092 | Invoice | Invoice No:         | Aug/Sept CC                                      | 9/26/2025  | Paid Amt: | \$713.86 |
|            |            |       | E 01    | 300 256 000 000 430 | 3-pack scissors                                  | \$9.99     |           |          |
| PO#: 11256 | Voucher #: | 51093 | Invoice | Invoice No:         | Aug/Sept CC                                      | 9/26/2025  | Paid Amt: | \$9.99   |
|            |            |       | E 01    | 100 203 025 000 430 | S Buysse Classroom Supplies                      | \$11.99    |           |          |
|            |            |       | E 01    | 100 203 000 000 405 | S Stassen Classroom Supplies                     | \$49.99    |           |          |
|            |            |       | E 01    | 100 203 033 000 430 | K Buysse Classroom Supplies                      | \$74.99    |           |          |
|            |            |       | E 01    | 100 203 026 000 430 | D Gillingham Classroom Supplies                  | \$12.82    |           |          |
|            |            |       | E 01    | 100 203 030 000 430 | J Josephson Classroom Supplies                   | \$329.46   |           |          |
|            |            |       | E 01    | 100 203 000 000 430 | Simple Words                                     | \$195.47   |           |          |
|            |            |       | E 01    | 005 640 000 316 366 | Staff Development - All Levels                   | \$2,183.87 |           |          |
|            |            |       | E 01    | 100 203 032 000 430 | E Walerius Classroom Supplies                    | \$5.98     |           |          |
|            |            |       | E 01    | 100 203 035 000 401 | Viking Valor Supplies                            | \$421.83   |           |          |
|            |            |       | E 01    | 300 211 000 000 405 | Spanish Subscription                             | \$199.00   |           |          |
|            |            |       | E 02    | 005 770 000 701 401 | Kitchen Supplies                                 | \$263.39   |           |          |
|            |            |       | E 01    | 300 212 000 000 430 | Art Supplies - Hot Clays                         | \$22.52    |           |          |
|            |            |       | E 01    | 100 240 000 000 430 | Beach Body Renewal                               | \$191.31   |           |          |
|            |            |       | E 01    | 005 010 000 000 401 | District Supplies                                | \$1,790.00 |           |          |
|            |            |       | E 01    | 300 301 000 830 433 | Welding Supplies                                 | \$1,539.50 |           |          |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor                      | Pmt/Void Date                | Pmt Type  |               |             |
|------------|------------|-------|---------|-----------------------------|------------------------------|-----------|---------------|-------------|
| SBT        | 3034       |       |         | elan Corporate              |                              | Wire      |               |             |
|            |            |       | E 01    | 005 110 000 000 401         | Administration Subscriptions |           | \$55.00       |             |
|            |            |       | E 01    | 300 298 000 000 401         | Apple Subscriptions          |           | \$12.74       |             |
|            |            |       | E 01    | 005 810 000 000 401         | Custodial Supplies           |           | \$161.89      |             |
|            |            |       | E 01    | 300 211 000 000 401         | High School Office Supplies  |           | \$90.32       |             |
|            |            |       | E 01    | 005 810 000 000 401         | Custodial Supplies           |           | \$214.71      |             |
|            |            |       | E 01    | 100 420 000 740 433         | Nessy Learning               |           | \$241.98      |             |
|            |            |       | E 01    | 005 810 191 000 401         | Grounds Supplies             |           | \$11.76       |             |
|            |            |       | E 01    | 005 810 000 000 401         | M Buysse Desk                |           | \$588.30      |             |
|            |            |       | E 01    | 300 211 000 000 401         | Student Council Supplies     |           | \$352.06      |             |
|            |            |       | E 01    | 100 203 000 000 401         | School Supplies              |           | \$35.99       |             |
| PO#:       | Voucher #: | 51065 | Invoice | Invoice No:                 | Aug/Sept 2025 Strmt          | 9/26/2025 | Paid Amt:     | \$9,056.87  |
|            |            |       | E 01    | 300 420 000 740 433         | Mini Ice tray                |           | \$13.59       |             |
| PO#: 11272 | Voucher #: | 51066 | Invoice | Invoice No:                 | Aug/Sept CC                  | 9/26/2025 | Paid Amt:     | \$13.59     |
|            |            |       |         |                             |                              |           | Check Amount: | \$16,338.92 |
| SBT        | 2819       |       |         | EMC Insurance Companies     |                              | Wire      |               |             |
|            |            |       | E 01    | 005 760 000 720 340         | Auto Insurance               |           | \$669.70      |             |
|            |            |       | E 01    | 005 940 000 000 340         | Property, Liability, Etc.    |           | \$5,889.41    |             |
| PO#:       | Voucher #: | 51107 | Invoice | Invoice No:                 | 7002753614                   | 10/2/2025 | Paid Amt:     | \$6,559.11  |
|            |            |       |         |                             |                              |           | Check Amount: | \$6,559.11  |
| SBT        | 00127      |       |         | COMMISSIONER OF REVENUE     |                              | Wire      |               |             |
|            |            |       | B 01    | 215 013                     | ST TAX                       |           | \$25.00       |             |
| PO#:       | Voucher #: | 51118 | Invoice | Invoice No:                 | S202606S0                    | 9/30/2025 | Paid Amt:     | \$25.00     |
|            |            |       |         |                             |                              |           | Check Amount: | \$25.00     |
| SBT        | 00594      |       |         | PUBLIC EMPLOYEES RETIREMENT |                              | Wire      |               |             |
|            |            |       | B 01    | 215 017                     | PERA                         |           | \$397.48      |             |
| PO#:       | Voucher #: | 51119 | Invoice | Invoice No:                 | S202606S0                    | 9/30/2025 | Paid Amt:     | \$397.48    |
|            |            |       |         |                             |                              |           | Check Amount: | \$397.48    |
| SBT        | 3017       |       |         | EFTPS                       |                              | Wire      |               |             |
|            |            |       | B 01    | 215 010                     | FICA/MD                      |           | \$434.40      |             |
|            |            |       | B 01    | 215 011                     | FED TAX                      |           | \$85.00       |             |
| PO#:       | Voucher #: | 51117 | Invoice | Invoice No:                 | S202606S0                    | 9/30/2025 | Paid Amt:     | \$519.40    |
|            |            |       |         |                             |                              |           | Check Amount: | \$519.40    |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                        | Pmt/Void Date                       | Pmt Type |             |               |             |
|------|------------|-------|---------|-------------------------------|-------------------------------------|----------|-------------|---------------|-------------|
| SBT  | 3034       |       |         | elan Corporate                |                                     | Wire     |             |               |             |
|      |            |       | E 01    | 100 203 000 000 401           | N Johnston - Elementary Credit Card |          | \$93.61     |               |             |
| PO#: | Voucher #: | 51120 | Invoice | Invoice No:                   | July/Aug 25 Stmt                    |          |             | Paid Amt:     | \$93.61     |
|      |            |       |         |                               |                                     |          |             | Check Amount: | \$93.61     |
| SBT  | 00127      |       |         | COMMISSIONER OF REVENUE       |                                     | Wire     |             |               |             |
|      |            |       | B 01    | 215 013                       | ST TAX                              |          | \$6,953.10  |               |             |
| PO#: | Voucher #: | 51166 | Invoice | Invoice No:                   | S2026070                            |          |             | Paid Amt:     | \$6,953.10  |
|      |            |       |         |                               |                                     |          |             | Check Amount: | \$6,953.10  |
| SBT  | 00594      |       |         | PUBLIC EMPLOYEES RETIREMENT   |                                     | Wire     |             |               |             |
|      |            |       | B 01    | 215 017                       | PERA                                |          | \$8,957.33  |               |             |
| PO#: | Voucher #: | 51167 | Invoice | Invoice No:                   | S2026070                            |          |             | Paid Amt:     | \$8,957.33  |
|      |            |       |         |                               |                                     |          |             | Check Amount: | \$8,957.33  |
| SBT  | 00710      |       |         | TEACHERS RETIREMENT           |                                     | Wire     |             |               |             |
|      |            |       | B 01    | 215 018                       | TRA                                 |          | \$25,077.79 |               |             |
| PO#: | Voucher #: | 51169 | Invoice | Invoice No:                   | S2026070                            |          |             | Paid Amt:     | \$25,077.79 |
|      |            |       |         |                               |                                     |          |             | Check Amount: | \$25,077.79 |
| SBT  | 2313       |       |         | Educators Benefit Consultants |                                     | Wire     |             |               |             |
|      |            |       | B 01    | 215 000                       | PAYROLL DEDUCTIONS                  |          | \$1,613.88  |               |             |
|      |            |       | B 01    | 215 085                       | MED FSA                             |          | \$825.00    |               |             |
|      |            |       | B 01    | 215 086                       | PAYROLL DEDUCTIONS                  |          | \$645.83    |               |             |
| PO#: | Voucher #: | 51162 | Invoice | Invoice No:                   | S2026070                            |          |             | Paid Amt:     | \$3,084.71  |
|      |            |       |         |                               |                                     |          |             | Check Amount: | \$3,084.71  |
| SBT  | 3017       |       |         | EFTPS                         |                                     | Wire     |             |               |             |
|      |            |       | B 01    | 215 010                       | FICA/MD                             |          | \$30,418.84 |               |             |
|      |            |       | B 01    | 215 011                       | FED TAX                             |          | \$11,824.07 |               |             |
| PO#: | Voucher #: | 51164 | Invoice | Invoice No:                   | S2026070                            |          |             | Paid Amt:     | \$42,242.91 |
|      |            |       |         |                               |                                     |          |             | Check Amount: | \$42,242.91 |
| SBT  | 3022       |       |         | Common Remitter               |                                     | Wire     |             |               |             |
|      |            |       | B 01    | 215 005                       | PAYANNU                             |          | \$5,828.91  |               |             |
| PO#: | Voucher #: | 51170 | Invoice | Invoice No:                   | S2026070                            |          |             | Paid Amt:     | \$5,828.91  |
|      |            |       | B 01    | 215 005                       | PAYANNU                             |          | \$200.34    |               |             |
| PO#: | Voucher #: | 51168 | Invoice | Invoice No:                   | S2026070                            |          |             | Paid Amt:     | \$200.34    |
|      |            |       | B 01    | 215 005                       | PAYANNU                             |          | \$598.41    |               |             |
| PO#: | Voucher #: | 51163 | Invoice | Invoice No:                   | S2026070                            |          |             | Paid Amt:     | \$598.41    |
|      |            |       |         |                               |                                     |          |             | Check Amount: | \$6,627.66  |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank              | Check No          | Code         | Rcd                      | Vendor                         | Pmt/Void Date   | Pmt Type          |                  |                   |
|-------------------|-------------------|--------------|--------------------------|--------------------------------|---|-------------------|------------------|-------------------|
| SBT               | 3034              |              |                          | elan Corporate                 |   | Wire              |                  |                   |
|                   |                   |              | E 01 005 110 000 000 401 | SM Borch's                     |   | \$10.00           |                  |                   |
|                   |                   |              | E 01 005 257 000 000 406 | SMORE Subscription             |   | \$179.00          |                  |                   |
|                   |                   |              | E 01 300 294 221 000 401 | Wrestling - Online Program     |   | \$99.99           |                  |                   |
|                   |                   |              | E 01 100 203 000 000 401 | Summer Reading Program         |   | \$241.02          |                  |                   |
|                   |                   |              | E 01 300 211 000 000 406 | LL Curriculum                  |   | \$33.74           |                  |                   |
|                   |                   |              | E 01 300 298 000 000 401 | Apple Subscription             |   | \$12.74           |                  |                   |
|                   |                   |              | E 04 005 580 000 325 401 | ECFE Supplies                  |   | \$346.89          |                  |                   |
|                   |                   |              | E 01 100 203 033 000 430 | K Buysse Classroom Supplies    |   | \$12.50           |                  |                   |
|                   |                   |              | E 01 005 640 000 316 366 | Staff Development - All Levels |   | \$1,564.51        |                  |                   |
|                   |                   |              | E 01 100 790 000 000 369 | Young Artist Convention        |   | \$330.00          |                  |                   |
|                   |                   |              | E 02 005 770 000 701 401 | Kitchen Supplies               |   | \$13.28           |                  |                   |
|                   |                   |              | E 01 300 296 227 000 369 | VB Hotel Rooms                 |   | \$1,855.62        |                  |                   |
|                   |                   |              | E 01 300 292 236 035 366 | Speech Clinic Expenses         |   | \$314.16          |                  |                   |
|                   |                   |              | E 01 300 294 215 000 366 | Baseball Coaches Dues          |   | \$74.75           |                  |                   |
|                   |                   |              | E 01 005 110 000 000 401 | Admin Subscriptions/Supplies   |   | \$492.25          |                  |                   |
|                   |                   |              | E 01 300 292 237 000 401 | Theater Supplies               |   | \$377.65          |                  |                   |
|                   |                   |              | E 01 100 411 000 740 433 | Teachers Pay Teachers          |   | \$45.99           |                  |                   |
|                   |                   |              | E 01 300 211 000 000 401 | STUDENT COUNCIL Supplies       |   | \$359.33          |                  |                   |
|                   |                   |              | E 01 300 211 000 000 401 | JUNIOR CLASS Supplies          |   | \$49.98           |                  |                   |
|                   |                   |              | E 01 300 211 000 000 401 | SENIOR CLASS Supplies          |   | \$78.31           |                  |                   |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>51190</b> | Invoice                  | <b>Invoice No:</b>             | Sept/Oct 25 Stmt  | <b>10/13/2025</b> | <b>Paid Amt:</b> | <b>\$6,491.71</b> |
|                   |                   |              | E 01 100 203 022 000 430 |                                | <a href="https://www.amazon.com/Flipside-Products-Cha">https://www.amazon.com/Flipside-Products-Cha</a> | \$48.29           |                  |                   |
|                   |                   |              | E 01 100 203 022 000 430 |                                | <a href="https://www.amazon.com/gp/product/B0110E3F2">https://www.amazon.com/gp/product/B0110E3F2</a>   | \$3.46            |                  |                   |
| <b>PO#: 11303</b> | <b>Voucher #:</b> | <b>51191</b> | Invoice                  | <b>Invoice No:</b>             | Sept/Oct 25 Stmt  | <b>10/13/2025</b> | <b>Paid Amt:</b> | <b>\$51.75</b>    |
|                   |                   |              | E 01 100 203 021 000 430 |                                | <a href="https://www.amazon.com/gp/product/B0D3M5NI">https://www.amazon.com/gp/product/B0D3M5NI</a>     | \$51.78           |                  |                   |
| <b>PO#: 11301</b> | <b>Voucher #:</b> | <b>51192</b> | Invoice                  | <b>Invoice No:</b>             | Sept/Oct 25 Stmt  | <b>10/13/2025</b> | <b>Paid Amt:</b> | <b>\$51.78</b>    |
|                   |                   |              | E 01 100 420 000 740 433 |                                | Visual Timer  | \$44.97           |                  |                   |
| <b>PO#: 11302</b> | <b>Voucher #:</b> | <b>51193</b> | Invoice                  | <b>Invoice No:</b>             | Sept/Oct 25 Stmt  | <b>10/13/2025</b> | <b>Paid Amt:</b> | <b>\$44.97</b>    |
|                   |                   |              | E 01 300 211 000 000 401 |                                | <a href="https://www.amazon.com/dp/B0BQ6WYMK2?re">https://www.amazon.com/dp/B0BQ6WYMK2?re</a>           | \$10.99           |                  |                   |
|                   |                   |              | E 01 300 211 000 000 401 |                                | <a href="https://www.amazon.com/dp/B0DCZCZ11F?ref=">https://www.amazon.com/dp/B0DCZCZ11F?ref=</a>       | \$7.99            |                  |                   |
|                   |                   |              | E 01 300 211 000 000 401 |                                | <a href="https://www.amazon.com/dp/B0DCZCTD6W?re">https://www.amazon.com/dp/B0DCZCTD6W?re</a>           | \$11.19           |                  |                   |
|                   |                   |              | E 01 300 211 000 000 401 |                                | <a href="https://www.amazon.com/dp/B0DCZCMN8K?rel">https://www.amazon.com/dp/B0DCZCMN8K?rel</a>         | \$11.94           |                  |                   |
|                   |                   |              | E 01 300 211 000 000 401 |                                | <a href="amazon.com/dp/B0DCZCMN8K?ref=emc_s_m">amazon.com/dp/B0DCZCMN8K?ref=emc_s_m</a>                 | \$8.99            |                  |                   |
|                   |                   |              | E 01 300 211 000 000 401 |                                | <a href="https://www.amazon.com/dp/B0DCZCKTC4?ref">https://www.amazon.com/dp/B0DCZCKTC4?ref</a>         | \$17.99           |                  |                   |
| <b>PO#: 11304</b> | <b>Voucher #:</b> | <b>51194</b> | Invoice                  | <b>Invoice No:</b>             | Sept/Oct 25 Stmt  | <b>10/13/2025</b> | <b>Paid Amt:</b> | <b>\$69.09</b>    |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor              | Pmt/Void Date                                   | Pmt Type   |           |          |
|------------|------------|-------|---------|---------------------|---|------------|-----------|----------|
| SBT        | 3034       |       |         | elan Corporate      |   | Wire       |           |          |
|            |            |       | E 01    | 005 257 000 000 401 | Rechargeable AA Batteries - 4 Pack              | \$15.89    |           |          |
| PO#: 11306 | Voucher #: | 51195 | Invoice | Invoice No:         | Sept/Oct 25 Stmt                                | 10/13/2025 | Paid Amt: | \$15.89  |
|            |            |       | E 01    | 300 298 000 000 401 | Ticket Rolls                                    | \$22.82    |           |          |
|            |            |       | E 01    | 300 298 000 000 401 | USB-c Ipad audio adaptor                        | \$7.99     |           |          |
|            |            |       | E 01    | 300 298 000 000 401 | Hurricane Classic Oscillating Wall Mount Fan w. | \$35.99    |           |          |
| PO#: 11297 | Voucher #: | 51196 | Invoice | Invoice No:         | Sept/Oct 25 Stmt                                | 10/13/2025 | Paid Amt: | \$66.80  |
|            |            |       | E 01    | 300 292 237 000 401 | 6 Pack Fog in a can                             | \$69.96    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | ghostbusters patches                            | \$16.95    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | TinyHands                                       | \$9.99     |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Hanging Mics                                    | \$339.00   |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Powdered Wig                                    | \$16.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Sideburns                                       | \$9.20     |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Spirit Gum                                      | \$11.97    |           |          |
| PO#: 11295 | Voucher #: | 51197 | Invoice | Invoice No:         | Sept/Oct 25 Stmt                                | 10/13/2025 | Paid Amt: | \$474.06 |
|            |            |       | E 01    | 300 292 237 000 401 | Green Victorian dress                           | \$39.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Red Victorian Dress                             | \$39.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Tricorn pirate hat                              | \$16.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | 6-pack foldable fans                            | \$6.99     |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | pocket watch                                    | \$9.99     |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | newsboy caps - 2                                | \$16.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Green coat with tails - size Large              | \$23.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Black coat with tails - size large              | \$23.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Blue Coat with Tails - size Large               | \$23.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Blue coat with tails - size medium              | \$23.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | newsboy cap                                     | \$6.97     |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | women's hats - 3 pack white                     | \$16.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | ghost costumes                                  | \$63.96    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | jumpsuit - navy - size M                        | \$79.96    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | coat with tails XL                              | \$31.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | boys coat with tails, green                     | \$23.98    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | Mens pirate shirt                               | \$39.98    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | mens pirate shirt - large                       | \$39.98    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | scrooge pajamas                                 | \$34.99    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | 6 pack fidget tubes                             | \$6.99     |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | black backpack                                  | \$39.96    |           |          |
|            |            |       | E 01    | 300 292 237 000 401 | 6 pack belts                                    | \$14.99    |           |          |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor                       | Pmt/Void Date                                     | Pmt Type           |
|------------|------------|-------|---------|------------------------------|---|--------------------|
| SBT        | 3034       |       |         | elan Corporate               |   | Wire               |
|            |            |       | E 01    | 300 292 237 000 401          | jump ropes  | \$4.99             |
|            |            |       | E 01    | 300 292 237 000 401          | gray wig  | \$19.99            |
|            |            |       | E 01    | 300 292 237 000 401          | Navy Neck Scarf                                   | \$17.97            |
|            |            |       | E 01    | 300 292 237 000 401          | Credit  | (\$34.76)          |
| PO#: 11298 | Voucher #: | 51198 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$635.83 |
|            |            |       | E 01    | 300 230 000 000 430          | Scratch and Sniff Stickers 480 count              | \$14.44            |
| PO#: 11277 | Voucher #: | 51199 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$14.44  |
|            |            |       | E 01    | 005 810 000 000 401          | Colamy Executive Office Chair with upgraded Ca    | \$147.66           |
| PO#: 11290 | Voucher #: | 51200 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$147.66 |
|            |            |       | E 01    | 300 294 221 000 401          | Wrestling Matboss Renewal                         | \$599.00           |
| PO#: 11245 | Voucher #: | 51201 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$599.00 |
|            |            |       | E 01    | 300 341 000 830 430          | Brisk Educator Pro                                | \$99.99            |
| PO#: 11284 | Voucher #: | 51202 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$99.99  |
|            |            |       | E 01    | 100 410 000 740 433          | WJ IV Tests of Oral Language Component Type       | \$162.22           |
|            |            |       | E 01    | 100 410 000 740 433          | WJ IV Tests of Achievement Component Type:        | \$309.94           |
|            |            |       | E 01    | 100 410 000 740 433          | Freight   | \$47.22            |
| PO#: 11285 | Voucher #: | 51203 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$519.38 |
|            |            |       | E 01    | 300 211 000 000 430          | Script of Brothers Grimm Spectaculathon           | \$13.99            |
|            |            |       | E 01    | 300 211 000 000 430          | Script of Bestest Bedtime Stories as told by our  | \$11.99            |
|            |            |       | E 01    | 300 211 000 000 430          | Freight   | \$8.30             |
| PO#: 11300 | Voucher #: | 51204 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$34.28  |
|            |            |       | E 01    | 100 412 000 740 433          | 5 Regions of United States US Geography Activi    | \$53.87            |
| PO#: 11299 | Voucher #: | 51205 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$53.87  |
|            |            |       | E 01    | 100 412 000 740 433          | 89  | \$89.00            |
|            |            |       | E 01    | 100 412 000 740 433          | Freight   | \$19.45            |
| PO#: 11289 | Voucher #: | 51206 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$108.45 |
|            |            |       | E 01    | 300 292 236 035 401          | THE DRAFT BOARD                                   | \$15.00            |
|            |            |       | E 01    | 300 292 236 035 401          | HARD TIMES  | \$8.75             |
|            |            |       | E 01    | 300 292 236 035 401          | Freight   | \$15.00            |
| PO#: 11276 | Voucher #: | 51207 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$38.75  |
|            |            |       | E 01    | 005 257 000 000 401          | uni SD Card Reader (USB 3.0/ USB C                | \$7.99             |
|            |            |       | E 01    | 005 257 000 000 401          | Lexar Dual Slot USB-A Reader                      | \$17.98            |
| PO#: 11291 | Voucher #: | 51208 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025  | Paid Amt: \$25.97  |
|            |            |       | E 01    | 100 203 034 000 430          | White Metal Cart                                  | \$35.99            |
|            |            |       | E 01    | 100 203 034 000 430          | 5-Tier Paper Letter Tray Organizer with File Holc | \$23.99            |
|            |            |       | E 01    | 100 203 034 000 430          | Bluetooth Keyboard                                | \$22.82            |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor                       | Pmt/Void Date                                  | Pmt Type  |               |             |
|------------|------------|-------|---------|------------------------------|--|-----------|---------------|-------------|
| SBT        | 3034       |       |         | elan Corporate               |  | Wire      |               |             |
|            |            |       | E 01    | 100 203 034 000 430          | Remote control outlets                         |           | \$26.99       |             |
|            |            |       | E 01    | 100 203 034 000 430          | Hole Puncher                                   |           | \$3.98        |             |
| PO#: 11281 | Voucher #: | 51209 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025                                     | Paid Amt: | \$113.77      |             |
|            |            |       | E 01    | 300 212 000 000 430          | Electric Pencil Sharpener, Heavy Duty - Black  |           | \$15.00       |             |
|            |            |       | E 01    | 300 212 000 000 430          | Lamp Making Kit - Black                        |           | \$279.80      |             |
| PO#: 11278 | Voucher #: | 51210 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025                                     | Paid Amt: | \$294.80      |             |
|            |            |       | E 01    | 300 260 000 000 430          | Key Chains                                     |           | \$4.49        |             |
|            |            |       | E 01    | 300 260 000 000 430          | Key Chain Hooks for Lab Stations               |           | \$15.99       |             |
| PO#: 11287 | Voucher #: | 51211 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025                                     | Paid Amt: | \$20.48       |             |
|            |            |       | E 01    | 005 257 000 000 401          | Hand sanitizer (4 pack)                        |           | \$19.99       |             |
| PO#: 11294 | Voucher #: | 51212 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025                                     | Paid Amt: | \$19.99       |             |
|            |            |       | E 01    | 300 215 000 000 430          | 3ED71A 2-Pack 712 80ml Black Ink Compatible    |           | \$149.95      |             |
| PO#: 11296 | Voucher #: | 51213 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025                                     | Paid Amt: | \$149.95      |             |
|            |            |       | E 01    | 100 203 024 000 430          | Fellowes Laminating sheets 200 count           |           | \$15.15       |             |
|            |            |       | E 01    | 100 203 024 000 430          | Flagship Carpets Circle Sampler Abstract Class |           | \$316.38      |             |
| PO#: 11282 | Voucher #: | 51214 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025                                     | Paid Amt: | \$331.53      |             |
|            |            |       | E 01    | 300 211 000 000 305          | Renew Membership                               |           | \$129.00      |             |
| PO#: 11137 | Voucher #: | 51188 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025                                     | Paid Amt: | \$129.00      |             |
|            |            |       | E 01    | 300 256 000 000 430          | Qoutmcuy TI-84 Plus CE Replacement Battery     |           | \$11.19       |             |
| PO#: 11260 | Voucher #: | 51189 | Invoice | Invoice No: Sept/Oct 25 Stmt | 10/13/2025                                     | Paid Amt: | \$11.19       |             |
|            |            |       |         |                              |  |           | Check Amount: | \$10,614.38 |
| SBT        | 52278      | 4250  |         | American Welding & Gas, Inc  |  | Check     |               |             |
|            |            |       | E 01    | 300 301 000 830 433          | Argon Co2 Gas                                  |           | \$213.51      |             |
|            |            |       | E 01    | 300 301 000 830 433          | Hazardous Materials                            |           | \$9.17        |             |
|            |            |       | E 01    | 300 301 000 830 433          | Delivery Charge                                |           | \$33.67       |             |
| PO#:       | Voucher #: | 50999 | Invoice | Invoice No: 0011120540       | 9/19/2025                                      | Paid Amt: | \$256.35      |             |
|            |            |       |         |                              |  |           | Check Amount: | \$256.35    |
| SBT        | 52279      | 4099  |         | Cole Papers Inc              |  | Check     |               |             |
|            |            |       | E 01    | 005 810 000 000 401          | Scott Essential 1.6oz Ocean Airfreshner        |           | \$189.39      |             |
| PO#:       | Voucher #: | 51014 | Invoice | Invoice No: 10625424         | 9/19/2025                                      | Paid Amt: | \$189.39      |             |
|            |            |       |         |                              |  |           | Check Amount: | \$189.39    |
| SBT        | 52280      | 4381  |         | Data Processing Design Inc.  |  | Check     |               |             |
|            |            |       | E 01    | 005 810 000 000 320          | Monthly Usage Statement                        |           | \$38.39       |             |
| PO#:       | Voucher #: | 51004 | Invoice | Invoice No: EGOLD-12142702   | 9/19/2025                                      | Paid Amt: | \$38.39       |             |
|            |            |       |         |                              |  |           | Check Amount: | \$38.39     |

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

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                       | Pmt/Void Date                                 | Pmt Type      |            |  |  |
|------|------------|-------|---------|------------------------------|---|---------------|------------|--|--|
| SBT  | 52281      | 00380 |         | JOHNSON CONTROL INC          |   | Check         |            |  |  |
|      |            |       | E 01    | 005 865 000 380 305          | Service Agreement - October 2025 - December ; |               | \$6,148.00 |  |  |
| PO#: | Voucher #: | 50998 | Invoice | Invoice No: 1-136455816077   | 9/19/2025                                     | Paid Amt:     | \$6,148.00 |  |  |
|      |            |       |         |                              |   | Check Amount: | \$6,148.00 |  |  |
| SBT  | 52282      | 1861  |         | MASC                         |   | Check         |            |  |  |
|      |            |       | E 01    | 300 298 000 000 820          | MASC Membership - High School                 |               | \$85.00    |  |  |
|      |            |       | E 01    | 300 298 000 000 820          | MASC Membership - Middle School               |               | \$85.00    |  |  |
| PO#: | Voucher #: | 51002 | Invoice | Invoice No: 100815           | 9/19/2025                                     | Paid Amt:     | \$170.00   |  |  |
|      |            |       |         |                              |   | Check Amount: | \$170.00   |  |  |
| SBT  | 52283      | 2217  |         | MASSP                        |   | Check         |            |  |  |
|      |            |       | E 01    | 005 640 000 316 366          | 25-26 MASSP Law Seminar - LL                  |               | \$195.00   |  |  |
| PO#: | Voucher #: | 51013 | Invoice | Invoice No: SLS3263          | 9/19/2025                                     | Paid Amt:     | \$195.00   |  |  |
|      |            |       |         |                              |   | Check Amount: | \$195.00   |  |  |
| SBT  | 52284      | 00487 |         | MINNESOTA HISTORICAL SOCIETY |   | Check         |            |  |  |
|      |            |       | E 01    | 100 790 000 000 369          | Jeffers Petroglyphs School Youth Group        |               | \$264.00   |  |  |
| PO#: | Voucher #: | 51001 | Invoice | Invoice No: 34516            | 9/19/2025                                     | Paid Amt:     | \$264.00   |  |  |
|      |            |       |         |                              |   | Check Amount: | \$264.00   |  |  |
| SBT  | 52285      | 00892 |         | SCHOOL SPECIALTY, INC        |   | Check         |            |  |  |
|      |            |       | E 01    | 100 203 000 000 401          | Clip Binders 2 in Black                       |               | \$9.72     |  |  |
|      |            |       | E 01    | 100 203 000 000 401          | Shipping                                      |               | \$11.95    |  |  |
| PO#: | Voucher #: | 51000 | Invoice | Invoice No: 208136151422     | 9/19/2025                                     | Paid Amt:     | \$21.67    |  |  |
|      |            |       |         |                              |   | Check Amount: | \$21.67    |  |  |
| SBT  | 52286      | 00956 |         | SUSSNER CONSTRUCTION, INC.   |   | Check         |            |  |  |
|      |            |       | E 01    | 005 810 000 000 401          | Minneota School Ceiling Tile                  |               | \$383.62   |  |  |
| PO#: | Voucher #: | 51016 | Invoice | Invoice No: 25072-0915       | 9/19/2025                                     | Paid Amt:     | \$383.62   |  |  |
|      |            |       |         |                              |   | Check Amount: | \$383.62   |  |  |
| SBT  | 52287      | 00505 |         | THE MINNEOTA MASCOT          |   | Check         |            |  |  |
|      |            |       | E 01    | 005 010 000 000 305          | Help Wanted - ECFE Parent Educator            |               | \$168.00   |  |  |
| PO#: | Voucher #: | 51012 | Invoice | Invoice No: 90470            | 9/19/2025                                     | Paid Amt:     | \$168.00   |  |  |
|      |            |       | E 01    | 005 010 000 000 305          | Help Wanted - 25-26 Year                      |               | \$36.00    |  |  |
| PO#: | Voucher #: | 51009 | Invoice | Invoice No: 90569            | 9/19/2025                                     | Paid Amt:     | \$36.00    |  |  |
|      |            |       | E 01    | 005 010 000 000 305          | School Board Minutes 7/23/25                  |               | \$196.00   |  |  |
| PO#: | Voucher #: | 51015 | Invoice | Invoice No: 90736            | 9/19/2025                                     | Paid Amt:     | \$196.00   |  |  |
|      |            |       | E 01    | 005 010 000 000 305          | Help Wanted - ECFE Parent Educator            |               | \$168.00   |  |  |
| PO#: | Voucher #: | 51010 | Invoice | Invoice No: 90531            | 9/19/2025                                     | Paid Amt:     | \$168.00   |  |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd                      | Vendor                             | Pmt/Void Date | Pmt Type  |               |          |
|------|------------|-------|--------------------------|------------------------------------|---------------|-----------|---------------|----------|
| SBT  | 52287      | 00505 |                          | <b>THE MINNEOTA MASCOT</b>         |               | Check     |               |          |
|      |            |       | E 01 005 010 000 000 305 | Help Wanted 2025-2026 School Year  |               | \$36.00   |               |          |
| PO#: | Voucher #: | 51005 | Invoice                  | Invoice No: 90659                  | 9/19/2025     | Paid Amt: | \$36.00       |          |
|      |            |       | E 01 005 010 000 000 305 | Mascot Subscription                |               | \$33.00   |               |          |
| PO#: | Voucher #: | 51006 | Invoice                  | Invoice No: 90573                  | 9/19/2025     | Paid Amt: | \$33.00       |          |
|      |            |       | E 01 005 010 000 000 305 | Help Wanted - ECFE Parent Educator |               | \$168.00  |               |          |
| PO#: | Voucher #: | 51008 | Invoice                  | Invoice No: 90571                  | 9/19/2025     | Paid Amt: | \$168.00      |          |
|      |            |       | E 01 005 010 000 000 305 | Help Wanted - 25-26 School Year    |               | \$36.00   |               |          |
| PO#: | Voucher #: | 51011 | Invoice                  | Invoice No: 90530                  | 9/19/2025     | Paid Amt: | \$36.00       |          |
|      |            |       | E 01 005 010 000 000 305 | Ad - Back to School                |               | \$40.00   |               |          |
| PO#: | Voucher #: | 51007 | Invoice                  | Invoice No: 90588                  | 9/19/2025     | Paid Amt: | \$40.00       |          |
|      |            |       |                          |                                    |               |           | Check Amount: | \$881.00 |
| SBT  | 52288      | 01008 |                          | <b>Willmar Middle School</b>       |               | Check     |               |          |
|      |            |       | E 01 300 296 227 000 369 | 9/20 Volleyball Tournament         |               | \$100.00  |               |          |
| PO#: | Voucher #: | 51003 | Invoice                  | Invoice No: 9/20 Volleyball        | 9/19/2025     | Paid Amt: | \$100.00      |          |
|      |            |       |                          |                                    |               |           | Check Amount: | \$100.00 |
| SBT  | 52289      | 4288  |                          | <b>Alex Lessman</b>                |               | Check     |               |          |
|      |            |       | E 01 300 294 211 000 305 | 9/22 JH Football Official          |               | \$60.00   |               |          |
| PO#: | Voucher #: | 51017 | Invoice                  | Invoice No: 9/22 JH Football       | 9/22/2025     | Paid Amt: | \$60.00       |          |
|      |            |       |                          |                                    |               |           | Check Amount: | \$60.00  |
| SBT  | 52290      | 4104  |                          | <b>ED WATTS</b>                    |               | Check     |               |          |
|      |            |       | E 01 300 294 211 000 305 | 9/22 JH Football Official          |               | \$60.00   |               |          |
| PO#: | Voucher #: | 51019 | Invoice                  | Invoice No: 9/22 JH Football       | 9/22/2025     | Paid Amt: | \$60.00       |          |
|      |            |       |                          |                                    |               |           | Check Amount: | \$60.00  |
| SBT  | 52291      | 4298  |                          | <b>Mason Sellner</b>               |               | Check     |               |          |
|      |            |       | E 01 300 294 211 000 305 | 9/22 JH Football Official          |               | \$60.00   |               |          |
| PO#: | Voucher #: | 51018 | Invoice                  | Invoice No: 9/22 JH Football       | 9/22/2025     | Paid Amt: | \$60.00       |          |
|      |            |       |                          |                                    |               |           | Check Amount: | \$60.00  |
| SBT  | 52292      | 4519  |                          | <b>Nate Welsh</b>                  |               | Check     |               |          |
|      |            |       | E 01 300 294 211 000 305 | 9/22 JH Football Official          |               | \$60.00   |               |          |
| PO#: | Voucher #: | 51020 | Invoice                  | Invoice No: 9/22 JH Football       | 9/22/2025     | Paid Amt: | \$60.00       |          |
|      |            |       |                          |                                    |               |           | Check Amount: | \$60.00  |
| SBT  | 52293      | 4411  |                          | <b>Adri DeBoer</b>                 |               | Check     |               |          |
|      |            |       | E 01 300 296 227 000 305 | 9/23 V Volleyball Official         |               | \$140.00  |               |          |
| PO#: | Voucher #: | 51022 | Invoice                  | Invoice No: 9/23 V Volleyball      | 9/23/2025     | Paid Amt: | \$140.00      |          |
|      |            |       |                          |                                    |               |           | Check Amount: | \$140.00 |

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

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd                      | Vendor                         | Pmt/Void Date | Pmt Type      |          |  |  |
|------|------------|-------|--------------------------|--------------------------------|---------------|---------------|----------|--|--|
| SBT  | 52294      | 4288  |                          | Alex Lessman                   |               | Check         |          |  |  |
|      |            |       | E 01 300 294 211 000 305 | 9/23 JH Football Official      |               | \$60.00       |          |  |  |
| PO#: | Voucher #: | 51025 | Invoice                  | Invoice No: 9/23 JH Football   | 9/23/2025     | Paid Amt:     | \$60.00  |  |  |
|      |            |       |                          |                                |               | Check Amount: | \$60.00  |  |  |
| SBT  | 52295      | 2347  |                          | Avera Marshall Regional Med Ct |               | Check         |          |  |  |
|      |            |       | E 01 300 298 000 000 305 | Training Hours - 7/13 to 8/23  |               | \$160.00      |          |  |  |
| PO#: | Voucher #: | 51033 | Invoice                  | Invoice No: CINV-011117        | 9/23/2025     | Paid Amt:     | \$160.00 |  |  |
|      |            |       |                          |                                |               | Check Amount: | \$160.00 |  |  |
| SBT  | 52296      | 3264  |                          | BRAD WENDORFF                  |               | Check         |          |  |  |
|      |            |       | E 01 300 294 211 000 305 | 9/26 V Football Official       |               | \$140.00      |          |  |  |
| PO#: | Voucher #: | 51031 | Invoice                  | Invoice No: 9/26 V Football    | 9/23/2025     | Paid Amt:     | \$140.00 |  |  |
|      |            |       |                          |                                |               | Check Amount: | \$140.00 |  |  |
| SBT  | 52297      | 4617  |                          | Carla Thompson                 |               | Check         |          |  |  |
|      |            |       | E 01 300 298 000 000 185 | 9/1 to 9/15 Games              |               | \$40.00       |          |  |  |
| PO#: | Voucher #: | 51039 | Invoice                  | Invoice No: 9/1-9/15 Games     | 9/23/2025     | Paid Amt:     | \$40.00  |  |  |
|      |            |       |                          |                                |               | Check Amount: | \$40.00  |  |  |
| SBT  | 52298      | 01943 |                          | CHAD REISS                     |               | Check         |          |  |  |
|      |            |       | E 01 300 298 000 000 185 | 9/1 to 9/15 Games              |               | \$120.00      |          |  |  |
| PO#: | Voucher #: | 51037 | Invoice                  | Invoice No: 9/1-9/15 Games     | 9/23/2025     | Paid Amt:     | \$120.00 |  |  |
|      |            |       |                          |                                |               | Check Amount: | \$120.00 |  |  |
| SBT  | 52299      | 3926  |                          | CHRISTIAN GUENTHER             |               | Check         |          |  |  |
|      |            |       | E 01 300 294 211 000 305 | 9/26 V Football Official       |               | \$140.00      |          |  |  |
| PO#: | Voucher #: | 51030 | Invoice                  | Invoice No: 9/26 V Football    | 9/23/2025     | Paid Amt:     | \$140.00 |  |  |
|      |            |       |                          |                                |               | Check Amount: | \$140.00 |  |  |
| SBT  | 52300      | 2276  |                          | DREW BOUWMAN                   |               | Check         |          |  |  |
|      |            |       | E 01 300 298 000 000 185 | 9/1 to 9/15 Games              |               | \$80.00       |          |  |  |
| PO#: | Voucher #: | 51034 | Invoice                  | Invoice No: 9/1-9/15 Games     | 9/23/2025     | Paid Amt:     | \$80.00  |  |  |
|      |            |       |                          |                                |               | Check Amount: | \$80.00  |  |  |
| SBT  | 52301      | 4104  |                          | ED WATTS                       |               | Check         |          |  |  |
|      |            |       | E 01 300 294 211 000 305 | 9/23 JH Football Official      |               | \$60.00       |          |  |  |
| PO#: | Voucher #: | 51026 | Invoice                  | Invoice No: 9/23 JH Football   | 9/23/2025     | Paid Amt:     | \$60.00  |  |  |
|      |            |       |                          |                                |               | Check Amount: | \$60.00  |  |  |
| SBT  | 52302      | 4525  |                          | Emily Rybinski                 |               | Check         |          |  |  |
|      |            |       | E 01 300 298 000 000 185 | 9/1 to 9/15 Games              |               | \$80.00       |          |  |  |
| PO#: | Voucher #: | 51038 | Invoice                  | Invoice No: 9/1-9/15 Games     | 9/23/2025     | Paid Amt:     | \$80.00  |  |  |
|      |            |       |                          |                                |               | Check Amount: | \$80.00  |  |  |

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

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor              | Pmt/Void Date                 | Pmt Type |           |               |          |
|------|------------|-------|---------|---------------------|-------------------------------|----------|-----------|---------------|----------|
| SBT  | 52303      | 4231  |         | JASMINE DESMET      |                               | Check    |           |               |          |
|      |            |       | E 01    | 300 298 000 000 185 | 9/1 to 9/15 Games             |          | \$80.00   |               |          |
| PO#: | Voucher #: | 51035 | Invoice | Invoice No:         | 9/1-9/15 Games                |          | 9/23/2025 | Paid Amt:     | \$80.00  |
|      |            |       |         |                     |                               |          |           | Check Amount: | \$80.00  |
| SBT  | 52304      | 3508  |         | KEVIN DEBOER        |                               | Check    |           |               |          |
|      |            |       | E 01    | 300 294 211 000 305 | 9/26 V Football Official      |          | \$140.00  |               |          |
| PO#: | Voucher #: | 51029 | Invoice | Invoice No:         | 9/26 V Football               |          | 9/23/2025 | Paid Amt:     | \$140.00 |
|      |            |       |         |                     |                               |          |           | Check Amount: | \$140.00 |
| SBT  | 52305      | 3831  |         | KEVIN HANSEN        |                               | Check    |           |               |          |
|      |            |       | E 01    | 300 294 211 000 305 | 9/23 JH Football Official     |          | \$60.00   |               |          |
| PO#: | Voucher #: | 51024 | Invoice | Invoice No:         | 9/23 JH Football              |          | 9/23/2025 | Paid Amt:     | \$60.00  |
|      |            |       |         |                     |                               |          |           | Check Amount: | \$60.00  |
| SBT  | 52306      | 3621  |         | KMS High School     |                               | Check    |           |               |          |
|      |            |       | E 01    | 300 296 227 000 369 | 9/27 JH Volleyball Tournament |          | \$100.00  |               |          |
| PO#: | Voucher #: | 51021 | Invoice | Invoice No:         | 9/27 JH Volleyball            |          | 9/23/2025 | Paid Amt:     | \$100.00 |
|      |            |       |         |                     |                               |          |           | Check Amount: | \$100.00 |
| SBT  | 52307      | 4519  |         | Nate Welsh          |                               | Check    |           |               |          |
|      |            |       | E 01    | 300 294 211 000 305 | 9/23 JH Football Official     |          | \$60.00   |               |          |
| PO#: | Voucher #: | 51027 | Invoice | Invoice No:         | 9/23 JH Football              |          | 9/23/2025 | Paid Amt:     | \$60.00  |
|      |            |       |         |                     |                               |          |           | Check Amount: | \$60.00  |
| SBT  | 52308      | 4531  |         | Niara Gorecki       |                               | Check    |           |               |          |
|      |            |       | E 01    | 300 298 000 000 185 | 9/1 to 9/15 Games             |          | \$80.00   |               |          |
| PO#: | Voucher #: | 51036 | Invoice | Invoice No:         | 9/1-9/15 Games                |          | 9/23/2025 | Paid Amt:     | \$80.00  |
|      |            |       |         |                     |                               |          |           | Check Amount: | \$80.00  |
| SBT  | 52309      | 3282  |         | SCOTT BEEKMAN       |                               | Check    |           |               |          |
|      |            |       | E 01    | 300 294 211 000 305 | 9/26 V Football Official      |          | \$140.00  |               |          |
| PO#: | Voucher #: | 51028 | Invoice | Invoice No:         | 9/26 V Football               |          | 9/23/2025 | Paid Amt:     | \$140.00 |
|      |            |       |         |                     |                               |          |           | Check Amount: | \$140.00 |
| SBT  | 52310      | 4507  |         | Serena Brown        |                               | Check    |           |               |          |
|      |            |       | E 01    | 300 296 227 000 305 | 9/23 V Volleyball Official    |          | \$140.00  |               |          |
| PO#: | Voucher #: | 51023 | Invoice | Invoice No:         | 9/23 V Volleyball             |          | 9/23/2025 | Paid Amt:     | \$140.00 |
|      |            |       |         |                     |                               |          |           | Check Amount: | \$140.00 |
| SBT  | 52311      | 4616  |         | Zach Nuy            |                               | Check    |           |               |          |
|      |            |       | E 01    | 300 294 211 000 305 | 9/26 V Football Official      |          | \$140.00  |               |          |
| PO#: | Voucher #: | 51032 | Invoice | Invoice No:         | 9/26 V Football               |          | 9/23/2025 | Paid Amt:     | \$140.00 |
|      |            |       |         |                     |                               |          |           | Check Amount: | \$140.00 |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd                      | Vendor                                    | Pmt/Void Date | Pmt Type |               |            |  |
|------|------------|-------|--------------------------|---|---------------|----------|---------------|------------|--|
| SBT  | 52312      | 01568 |                          | Minneota Education Minnesota Organization |               | Check    |               |            |  |
|      |            |       | B 01 215 028             | DUES                                      |               |          | \$1,261.77    |            |  |
| PO#: | Voucher #: | 51043 | Invoice                  | Invoice No: S2026060                      | 9/25/2025     |          | Paid Amt:     | \$1,261.77 |  |
|      |            |       |                          |   |               |          | Check Amount: | \$1,261.77 |  |
| SBT  | 52313      | 4322  |                          | AFSCME                                    |               | Check    |               |            |  |
|      |            |       | B 01 215 080             | 9/25 Dues Deduction                       |               |          | \$405.05      |            |  |
|      |            |       | B 01 215 080             | 9/10 Dues Deduction                       |               |          | \$405.05      |            |  |
|      |            |       | B 01 215 080             | 8/25 Dues Deduction                       |               |          | \$405.05      |            |  |
| PO#: | Voucher #: | 51060 | Invoice                  | Invoice No: 8/1-9/30 Dues                 | 9/25/2025     |          | Paid Amt:     | \$1,215.15 |  |
|      |            |       |                          |   |               |          | Check Amount: | \$1,215.15 |  |
| SBT  | 52314      | 00017 |                          | AMERICAN FAMILY ASSURANCE                 |               | Check    |               |            |  |
|      |            |       | B 01 215 026             | Group Cancer - Payroll Deduction          |               |          | \$1,168.00    |            |  |
| PO#: | Voucher #: | 51062 | Invoice                  | Invoice No: 357215                        | 9/25/2025     |          | Paid Amt:     | \$1,168.00 |  |
|      |            |       |                          |   |               |          | Check Amount: | \$1,168.00 |  |
| SBT  | 52315      | 3303  |                          | Legal Shield                              |               | Check    |               |            |  |
|      |            |       | B 01 215 033             | Group Legal - Payroll Deduction           |               |          | \$181.40      |            |  |
| PO#: | Voucher #: | 51058 | Invoice                  | Invoice No: 09/15/2025                    | 9/25/2025     |          | Paid Amt:     | \$181.40   |  |
|      |            |       |                          |   |               |          | Check Amount: | \$181.40   |  |
| SBT  | 52316      | 1080  |                          | MN NCPERS Life Insurance                  |               | Check    |               |            |  |
|      |            |       | B 01 215 025             | SB Life - Payroll Deduction               |               |          | \$16.00       |            |  |
| PO#: | Voucher #: | 51059 | Invoice                  | Invoice No: 185001102025                  | 9/25/2025     |          | Paid Amt:     | \$16.00    |  |
|      |            |       |                          |   |               |          | Check Amount: | \$16.00    |  |
| SBT  | 52317      | 2490  |                          | USable Life                               |               | Check    |               |            |  |
|      |            |       | B 01 215 027             | Group Life - Payroll Deduction            |               |          | \$44.80       |            |  |
| PO#: | Voucher #: | 51055 | Invoice                  | Invoice No: 0005892208                    | 9/25/2025     |          | Paid Amt:     | \$44.80    |  |
|      |            |       | B 01 215 027             | Group Life - Payroll Deduction            |               |          | \$109.20      |            |  |
| PO#: | Voucher #: | 51054 | Invoice                  | Invoice No: 0005892215                    | 9/25/2025     |          | Paid Amt:     | \$109.20   |  |
|      |            |       |                          |   |               |          | Check Amount: | \$154.00   |  |
| SBT  | 52318      | 4518  |                          | VSP Insurance Co (CT)                     |               | Check    |               |            |  |
|      |            |       | B 01 215 034             | September 2025 - Group Vision Insurance   |               |          | \$215.78      |            |  |
| PO#: | Voucher #: | 51053 | Invoice                  | Invoice No: 823611421                     | 9/25/2025     |          | Paid Amt:     | \$215.78   |  |
|      |            |       |                          |   |               |          | Check Amount: | \$215.78   |  |
| SBT  | 52319      | 3695  |                          | AP Design                                 |               | Check    |               |            |  |
|      |            |       | E 01 300 298 000 000 401 | Minneota Sponsor Decals                   |               |          | \$275.14      |            |  |
| PO#: | Voucher #: | 51051 | Invoice                  | Invoice No: 96607                         | 9/26/2025     |          | Paid Amt:     | \$275.14   |  |
|      |            |       |                          |   |               |          | Check Amount: | \$275.14   |  |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor                      | Pmt/Void Date                          | Pmt Type                 |
|------------|------------|-------|---------|-----------------------------|--|--------------------------|
| SBT        | 52320      | 1689  |         | Bend Rite Fabrication, Inc. |  | Check                    |
|            |            |       | E 01    | 300 301 000 830 433         | Sq Ft 3/16" Mlld Steel                 | \$135.33                 |
| PO#:       | Voucher #: | 51049 | Invoice | Invoice No: 66111           | 9/26/2025                              | Paid Amt: \$135.33       |
|            |            |       |         |                             |  | Check Amount: \$135.33   |
| SBT        | 52321      | 2634  |         | Toledo Physical Education   |  | Check                    |
|            |            |       | E 01    | 300 240 000 000 430         | G725 Yellow 7" Ultra Skin Balls        | \$159.92                 |
|            |            |       | E 01    | 300 240 000 000 430         | G825B Blue 8 1/2 inch Ultra Skin Ball  | \$74.97                  |
|            |            |       | E 01    | 300 240 000 000 430         | 726JR Junior Spalding Football         | \$55.98                  |
|            |            |       | E 01    | 300 240 000 000 430         | S140 Ultraskin 5 inch Micro Playball   | \$38.25                  |
|            |            |       | E 01    | 300 240 000 000 430         | OS- 656 18 heavy Duty Vinyl Cones      | \$65.94                  |
|            |            |       | E 01    | 300 240 000 000 430         | GY151W 1" x 60 yd White Gym Floor Tape | \$15.75                  |
|            |            |       | E 01    | 300 240 000 000 430         | DHB 2R Red Replacement Hockey Blades   | \$19.00                  |
|            |            |       | E 01    | 300 240 000 000 430         | DHB 2B Blue Replacement Hockey Blades  | \$19.00                  |
| PO#: 11286 | Voucher #: | 51064 | Invoice | Invoice No: 352073-00       | 9/26/2025                              | Paid Amt: \$448.81       |
|            |            |       |         |                             |  | Check Amount: \$448.81   |
| SBT        | 52322      | 00122 |         | VIKING COCA-COLA BOTTLING   |  | Check                    |
|            |            |       | E 01    | 300 298 239 000 401         | Powerade Berry Blast                   | \$99.00                  |
|            |            |       | E 01    | 300 298 239 000 401         | Dr Pepper                              | \$100.50                 |
|            |            |       | E 01    | 300 298 239 000 401         | Diet Dr Pepper                         | \$33.50                  |
|            |            |       | E 01    | 300 298 239 000 401         | Chocolate FairLife                     | \$24.75                  |
| PO#:       | Voucher #: | 51050 | Invoice | Invoice No: 3775002         | 9/26/2025                              | Paid Amt: \$257.75       |
|            |            |       |         |                             |  | Check Amount: \$257.75   |
| SBT        | 52323      | 2735  |         | Wyhe's Choice Fundraising   |  | Check                    |
|            |            |       | R 01    | 300 790 212 000 619         | Art Fundraiser - Butter Braids         | \$1,732.50               |
|            |            |       | R 01    | 300 790 212 000 619         | Paid Online                            | (\$48.00)                |
| PO#:       | Voucher #: | 51052 | Invoice | Invoice No: 125091506 R2    | 9/26/2025                              | Paid Amt: \$1,684.50     |
|            |            |       |         |                             |  | Check Amount: \$1,684.50 |
| SBT        | 52324      | 4250  |         | American Welding & Gas, Inc |  | Check                    |
|            |            |       | E 01    | 300 301 000 830 433         | PMX45 Power Switch                     | \$86.00                  |
|            |            |       | E 01    | 300 301 000 830 433         | 1/4 BRS                                | \$4.65                   |
|            |            |       | E 01    | 300 301 000 830 433         | Welding Repair Labor                   | \$110.00                 |
| PO#:       | Voucher #: | 51116 | Invoice | Invoice No: 0011139598      | 10/2/2025                              | Paid Amt: \$200.65       |
|            |            |       | E 01    | 300 301 000 830 433         | 75% Argon 25% CO2                      | \$284.68                 |
|            |            |       | E 01    | 300 301 000 830 433         | Acculock Mdx HD Contact                | \$25.30                  |
|            |            |       | E 01    | 300 301 000 830 433         | Delivery Fee                           | \$25.53                  |
|            |            |       | E 01    | 300 301 000 830 433         | Fuel Surcharge                         | \$8.14                   |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                      | Pmt/Void Date                         | Pmt Type      |            |  |  |
|------|------------|-------|---------|-----------------------------|---------------------------------------|---------------|------------|--|--|
| SBT  | 52324      | 4250  |         | American Welding & Gas, Inc |                                       | Check         |            |  |  |
|      |            |       | E 01    | 300 301 000 830 433         | Hazardous Material                    |               | \$9.17     |  |  |
| PO#: | Voucher #: | 51105 | Invoice | Invoice No: 0011136224      | 10/2/2025                             | Paid Amt:     | \$352.82   |  |  |
|      |            |       | E 01    | 300 301 000 830 433         | Acetylene Cylinder                    |               | \$20.40    |  |  |
|      |            |       | E 01    | 300 301 000 830 433         | Oxygen Cylinder                       |               | \$20.40    |  |  |
|      |            |       | E 01    | 300 301 000 830 433         | Argon Co2 Mix                         |               | \$71.40    |  |  |
|      |            |       | E 01    | 300 301 000 830 433         | Safety and Compliance                 |               | \$9.26     |  |  |
|      |            |       | E 01    | 300 301 000 830 433         | Cylinder Surcharge                    |               | \$8.95     |  |  |
| PO#: | Voucher #: | 51115 | Invoice | Invoice No: 0011144860      | 10/2/2025                             | Paid Amt:     | \$130.41   |  |  |
|      |            |       |         |                             |                                       | Check Amount: | \$683.88   |  |  |
| SBT  | 52325      | 3379  |         | ANDREW DALLMANN             |                                       | Check         |            |  |  |
|      |            |       | E 01    | 300 294 211 000 305         | 10/3 V Football Official              |               | \$140.00   |  |  |
| PO#: | Voucher #: | 51100 | Invoice | Invoice No: 10/3 V Football | 10/2/2025                             | Paid Amt:     | \$140.00   |  |  |
|      |            |       |         |                             |                                       | Check Amount: | \$140.00   |  |  |
| SBT  | 52326      | 2927  |         | Big Stone Therapies, Inc.   |                                       | Check         |            |  |  |
|      |            |       | E 01    | 005 404 000 740 394         | PT Mileage                            |               | \$2.80     |  |  |
|      |            |       | E 01    | 005 404 000 740 394         | PT Drive Time                         |               | \$75.60    |  |  |
|      |            |       | E 01    | 005 404 000 740 394         | PT                                    |               | \$953.40   |  |  |
|      |            |       | E 01    | 005 404 000 740 394         | PT PTA Mileage                        |               | \$2.80     |  |  |
|      |            |       | E 01    | 005 404 000 740 394         | PT PTA Drive Time                     |               | \$35.00    |  |  |
|      |            |       | E 01    | 005 404 000 740 394         | PT PTA                                |               | \$437.50   |  |  |
|      |            |       | E 01    | 005 404 000 740 394         | Incorrect Billing for July and August |               | \$20.64    |  |  |
| PO#: | Voucher #: | 51114 | Invoice | Invoice No: 29896           | 10/2/2025                             | Paid Amt:     | \$1,527.74 |  |  |
|      |            |       |         |                             |                                       | Check Amount: | \$1,527.74 |  |  |
| SBT  | 52327      | 3479  |         | COLBY PACK                  |                                       | Check         |            |  |  |
|      |            |       | E 01    | 300 294 211 000 305         | 10/3 V Football Official              |               | \$140.00   |  |  |
| PO#: | Voucher #: | 51103 | Invoice | Invoice No: 10/3 V Football | 10/2/2025                             | Paid Amt:     | \$140.00   |  |  |
|      |            |       |         |                             |                                       | Check Amount: | \$140.00   |  |  |
| SBT  | 52328      | 4099  |         | Cole Papers Inc             |                                       | Check         |            |  |  |
|      |            |       | E 01    | 005 810 000 000 401         | Pacific Bleu Basic White              |               | \$54.22    |  |  |
| PO#: | Voucher #: | 51106 | Invoice | Invoice No: 10631034        | 10/2/2025                             | Paid Amt:     | \$54.22    |  |  |
|      |            |       |         |                             |                                       | Check Amount: | \$54.22    |  |  |
| SBT  | 52329      | 01795 |         | COUNTRYSIDE GOLF            |                                       | Check         |            |  |  |
|      |            |       | E 01    | 300 292 225 000 401         | Custom Golf Balls                     |               | \$465.00   |  |  |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd                      | Vendor                                       | Pmt/Void Date | Pmt Type      |             |  |  |
|------|------------|-------|--------------------------|--|---------------|---------------|-------------|--|--|
| SBT  | 52329      | 01795 |                          | COUNTRYSIDE GOLF                             |               | Check         |             |  |  |
|      |            |       | E 01 300 292 225 000 401 | Shipping                                     |               |               | \$15.00     |  |  |
| PO#: | Voucher #: | 51098 | Invoice                  | Invoice No: 2025                             | 10/2/2025     | Paid Amt:     | \$480.00    |  |  |
|      |            |       |                          |  |               | Check Amount: | \$480.00    |  |  |
| SBT  | 52330      | 3378  |                          | DERRICK JENNIGES                             |               | Check         |             |  |  |
|      |            |       | E 01 300 294 211 000 305 | 10/3 V Football Official                     |               |               | \$140.00    |  |  |
| PO#: | Voucher #: | 51102 | Invoice                  | Invoice No: 10/3 V Football                  | 10/2/2025     | Paid Amt:     | \$140.00    |  |  |
|      |            |       |                          |  |               | Check Amount: | \$140.00    |  |  |
| SBT  | 52331      | 01527 |                          | FRANKS ELECTRIC & PLUMBING INC               |               | Check         |             |  |  |
|      |            |       | E 01 005 865 000 381 350 | Work on the Urinals                          |               |               | \$388.71    |  |  |
| PO#: | Voucher #: | 51108 | Invoice                  | Invoice No: 26983-C                          | 10/2/2025     | Paid Amt:     | \$388.71    |  |  |
|      |            |       | E 01 005 865 000 370 350 | Fix Football Field Lights                    |               |               | \$2,761.67  |  |  |
| PO#: | Voucher #: | 51109 | Invoice                  | Invoice No: 27004-C                          | 10/2/2025     | Paid Amt:     | \$2,761.67  |  |  |
|      |            |       |                          |  |               | Check Amount: | \$3,150.38  |  |  |
| SBT  | 52332      | 4336  |                          | Jessica Verly                                |               | Check         |             |  |  |
|      |            |       | E 01 005 760 000 723 360 | Transportation Agreement - 9/11 through 9/19 |               |               | \$690.90    |  |  |
| PO#: | Voucher #: | 51110 | Invoice                  | Invoice No: 9/11-9/19                        | 10/2/2025     | Paid Amt:     | \$690.90    |  |  |
|      |            |       | E 01 005 760 000 723 360 | Transportation Agreement - 9/22 through 9/30 |               |               | \$695.80    |  |  |
| PO#: | Voucher #: | 51097 | Invoice                  | Invoice No: 9/22 - 9/30                      | 10/2/2025     | Paid Amt:     | \$695.80    |  |  |
|      |            |       |                          |  |               | Check Amount: | \$1,386.70  |  |  |
| SBT  | 52333      | 4618  |                          | Kyle Krzmarzick                              |               | Check         |             |  |  |
|      |            |       | E 01 300 294 211 000 305 | 10/3 V Football Official                     |               |               | \$140.00    |  |  |
| PO#: | Voucher #: | 51104 | Invoice                  | Invoice No: 10/3 V Football                  | 10/2/2025     | Paid Amt:     | \$140.00    |  |  |
|      |            |       |                          |  |               | Check Amount: | \$140.00    |  |  |
| SBT  | 52334      | 01175 |                          | MINN. ELEVATOR SERVICE, INC.                 |               | Check         |             |  |  |
|      |            |       | E 01 005 865 000 347 305 | October Monthly Service                      |               |               | \$207.01    |  |  |
| PO#: | Voucher #: | 51096 | Invoice                  | Invoice No: 1150609                          | 10/2/2025     | Paid Amt:     | \$207.01    |  |  |
|      |            |       |                          |  |               | Check Amount: | \$207.01    |  |  |
| SBT  | 52335      | 2505  |                          | Minneota Bus Service                         |               | Check         |             |  |  |
|      |            |       | E 01 005 760 000 720 305 | Tuition Route                                |               |               | \$5,385.06  |  |  |
|      |            |       | E 01 005 760 000 720 305 | Regular Route                                |               |               | \$34,991.58 |  |  |
| PO#: | Voucher #: | 51095 | Invoice                  | Invoice No: October 2025 Routes              | 10/2/2025     | Paid Amt:     | \$40,376.64 |  |  |
|      |            |       |                          |  |               | Check Amount: | \$40,376.64 |  |  |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor                        | Pmt/Void Date                              | Pmt Type      |            |
|------------|------------|-------|---------|-------------------------------|--|---------------|------------|
| SBT        | 52336      | 2168  |         | MINNESOTA WEST COLLEGE        |  | Check         |            |
|            |            |       | E 01    | 300 211 000 000 390           | Fall PSEO Semester                         |               | \$3,108.44 |
| PO#:       | Voucher #: | 51099 | Invoice | Invoice No: 00278644          | 10/2/2025                                  | Paid Amt:     | \$3,108.44 |
|            |            |       |         |                               |  | Check Amount: | \$3,108.44 |
| SBT        | 52337      | 2879  |         | NCS Pearson, Inc              |  | Check         |            |
|            |            |       | E 04    | 701 590 000 353 305           | Aimswwebplus Complete                      |               | \$375.00   |
| PO#:       | Voucher #: | 51111 | Invoice | Invoice No: 202606            | 10/2/2025                                  | Paid Amt:     | \$375.00   |
|            |            |       |         |                               |  | Check Amount: | \$375.00   |
| SBT        | 52338      | 4290  |         | NEIL EICHTEN                  |  | Check         |            |
|            |            |       | E 01    | 300 294 211 000 305           | 10/3 V Football Official                   |               | \$140.00   |
| PO#:       | Voucher #: | 51101 | Invoice | Invoice No: 10/3 V Football   | 10/2/2025                                  | Paid Amt:     | \$140.00   |
|            |            |       |         |                               |  | Check Amount: | \$140.00   |
| SBT        | 52339      | 4501  |         | SolarWinds                    |  | Check         |            |
|            |            |       | E 01    | 005 257 000 000 406           | SolarWinds DameWare Mini Remote Control Pe |               | \$79.00    |
| PO#: 11279 | Voucher #: | 51112 | Invoice | Invoice No: IN712279          | 10/2/2025                                  | Paid Amt:     | \$79.00    |
|            |            |       |         |                               |  | Check Amount: | \$79.00    |
| SBT        | 52340      | 4403  |         | Sysco Western Minnesota, Inc. |  | Check         |            |
|            |            |       | E 02    | 005 770 000 701 490           | Food Service                               |               | \$7,999.20 |
|            |            |       | E 02    | 005 770 000 707 490           | Ala Carte                                  |               | \$306.32   |
|            |            |       | E 02    | 005 770 000 701 401           | Supplies                                   |               | \$125.94   |
| PO#:       | Voucher #: | 51113 | Invoice | Invoice No: 9/30/25 Stmt      | 10/2/2025                                  | Paid Amt:     | \$8,431.46 |
|            |            |       |         |                               |  | Check Amount: | \$8,431.46 |
| SBT        | 52341      | 00122 |         | VIKING COCA-COLA BOTTLING     |  | Check         |            |
|            |            |       | E 01    | 300 298 239 000 401           | Berry Blast Powerade                       |               | \$132.00   |
|            |            |       | E 01    | 300 298 239 000 401           | Diet Coke                                  |               | \$67.00    |
|            |            |       | E 01    | 300 298 239 000 401           | Dr Pepper                                  |               | \$100.50   |
|            |            |       | E 01    | 300 298 239 000 401           | Sprite                                     |               | \$100.50   |
|            |            |       | E 01    | 300 298 239 000 401           | Diet Dr Pepper                             |               | \$33.50    |
|            |            |       | E 01    | 300 298 239 000 401           | Sprite Zero                                |               | \$33.50    |
|            |            |       | E 01    | 300 298 239 000 401           | Mello Yello                                |               | \$100.50   |
|            |            |       | E 01    | 300 298 239 000 401           | Cherry Coke                                |               | \$33.50    |
|            |            |       | E 01    | 300 298 239 000 401           | Fresca                                     |               | \$33.50    |
|            |            |       | E 01    | 300 298 239 000 401           | Core Pwr Protein                           |               | \$33.25    |
|            |            |       | E 01    | 300 298 239 000 401           | Fairlife Milk Chocolate                    |               | \$49.50    |
| PO#:       | Voucher #: | 51094 | Invoice | Invoice No: 3775064           | 10/2/2025                                  | Paid Amt:     | \$717.25   |
|            |            |       |         |                               |  | Check Amount: | \$717.25   |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                       | Pmt/Void Date             | Pmt Type   |                          |
|------|------------|-------|---------|------------------------------|---------------------------|------------|--------------------------|
| SBT  | 52342      | 4288  |         | Alex Lessman                 |                           | Check      |                          |
|      |            |       | E 01    | 300 294 211 000 305          | 10/7 JH Football Official | \$60.00    |                          |
| PO#: | Voucher #: | 51121 | Invoice | Invoice No:                  | 10/7 JH Football          | 10/7/2025  | Paid Amt: \$60.00        |
|      |            |       |         |                              |                           |            | Check Amount: \$60.00    |
| SBT  | 52343      | 4617  |         | Carla Thompson               |                           | Check      |                          |
|      |            |       | E 01    | 300 298 000 000 185          | 9/16-9/30 Games           | \$40.00    |                          |
| PO#: | Voucher #: | 51151 | Invoice | Invoice No:                  | 9/16-9/30                 | 10/7/2025  | Paid Amt: \$40.00        |
|      |            |       |         |                              |                           |            | Check Amount: \$40.00    |
| SBT  | 52344      | 01943 |         | CHAD REISS                   |                           | Check      |                          |
|      |            |       | E 01    | 300 298 000 000 185          | 9/16-9/30 Games           | \$80.00    |                          |
| PO#: | Voucher #: | 51149 | Invoice | Invoice No:                  | 9/16-9/30                 | 10/7/2025  | Paid Amt: \$80.00        |
|      |            |       |         |                              |                           |            | Check Amount: \$80.00    |
| SBT  | 52345      | 4208  |         | COORDINATED BUSINESS SYSTEMS |                           | Check      |                          |
|      |            |       | E 01    | 005 257 000 302 560          | Monthly Useage Statement  | \$3,584.34 |                          |
| PO#: | Voucher #: | 51128 | Invoice | Invoice No:                  | INV491624                 | 10/7/2025  | Paid Amt: \$3,584.34     |
|      |            |       |         |                              |                           |            | Check Amount: \$3,584.34 |
| SBT  | 52346      | 4104  |         | ED WATTS                     |                           | Check      |                          |
|      |            |       | E 01    | 300 294 211 000 305          | 10/7 JH Football Official | \$60.00    |                          |
| PO#: | Voucher #: | 51123 | Invoice | Invoice No:                  | 10/7 JH Football          | 10/7/2025  | Paid Amt: \$60.00        |
|      |            |       |         |                              |                           |            | Check Amount: \$60.00    |
| SBT  | 52347      | 4525  |         | Emily Rybinski               |                           | Check      |                          |
|      |            |       | E 01    | 300 298 000 000 185          | 9/16-9/30 Games           | \$80.00    |                          |
| PO#: | Voucher #: | 51150 | Invoice | Invoice No:                  | 9/16-9/30                 | 10/7/2025  | Paid Amt: \$80.00        |
|      |            |       |         |                              |                           |            | Check Amount: \$80.00    |
| SBT  | 52348      | 4094  |         | ESJD - SIOUX FALLS           |                           | Check      |                          |
|      |            |       | E 02    | 005 770 000 701 490          | Food Service              | \$18.03    |                          |
|      |            |       | E 02    | 005 770 000 701 495          | Milk                      | \$4,758.60 |                          |
|      |            |       | E 02    | 005 770 000 701 495          | Credit                    | (\$463.22) |                          |
| PO#: | Voucher #: | 51132 | Invoice | Invoice No:                  | 9/30/25 Stmt              | 10/7/2025  | Paid Amt: \$4,313.41     |
|      |            |       |         |                              |                           |            | Check Amount: \$4,313.41 |
| SBT  | 52349      | 00275 |         | GISLASON'S HARDWARE          |                           | Check      |                          |
|      |            |       | E 01    | 005 810 000 000 401          | Custodial Supplies        | \$82.72    |                          |
|      |            |       | E 01    | 300 301 000 830 433          | Shop Supplies             | \$577.69   |                          |
|      |            |       | E 01    | 300 292 237 000 401          | Musical Supplies          | \$39.94    |                          |

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

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                                 | Pmt/Void Date             | Pmt Type      |            |  |  |
|------|------------|-------|---------|--|---------------------------|---------------|------------|--|--|
| SBT  | 52349      | 00275 |         | <b>GISLASON'S HARDWARE</b>             |                           | Check         |            |  |  |
|      |            |       | E 02    | 005 770 000 701 401                    | Kitchen Supplies          | \$11.98       |            |  |  |
| PO#: | Voucher #: | 51153 | Invoice | Invoice No: 9/30/25 Stmt               | 10/7/2025                 | Paid Amt:     | \$712.33   |  |  |
|      |            |       |         |  |                           | Check Amount: | \$712.33   |  |  |
| SBT  | 52350      | 4231  |         | <b>JASMINE DESMET</b>                  |                           | Check         |            |  |  |
|      |            |       | E 01    | 300 298 000 000 185                    | 9/16-9/30 Games           | \$80.00       |            |  |  |
| PO#: | Voucher #: | 51152 | Invoice | Invoice No: 9/16-9/30                  | 10/7/2025                 | Paid Amt:     | \$80.00    |  |  |
|      |            |       |         |  |                           | Check Amount: | \$80.00    |  |  |
| SBT  | 52351      | 4434  |         | <b>Kurt Fier</b>                       |                           | Check         |            |  |  |
|      |            |       | E 01    | 300 298 000 000 185                    | 9/16-9/30 Games           | \$40.00       |            |  |  |
| PO#: | Voucher #: | 51147 | Invoice | Invoice No: 9/16-9/26 Games            | 10/7/2025                 | Paid Amt:     | \$40.00    |  |  |
|      |            |       |         |  |                           | Check Amount: | \$40.00    |  |  |
| SBT  | 52352      | 4298  |         | <b>Mason Sellner</b>                   |                           | Check         |            |  |  |
|      |            |       | E 01    | 300 294 211 000 305                    | 10/7 JH Football Official | \$60.00       |            |  |  |
| PO#: | Voucher #: | 51122 | Invoice | Invoice No: 10/7 JH Football           | 10/7/2025                 | Paid Amt:     | \$60.00    |  |  |
|      |            |       |         |  |                           | Check Amount: | \$60.00    |  |  |
| SBT  | 52353      | 1828  |         | <b>Minneota Building Materials</b>     |                           | Check         |            |  |  |
|      |            |       | E 01    | 300 301 000 830 433                    | Shop Supplies - HS        | \$1,750.34    |            |  |  |
|      |            |       | E 01    | 300 255 000 000 430                    | Shop Supplies - JH        | \$612.89      |            |  |  |
|      |            |       | E 01    | 300 292 237 000 401                    | Musical Supplies          | \$48.40       |            |  |  |
| PO#: | Voucher #: | 51134 | Invoice | Invoice No: 9/30/25 Stmt               | 10/7/2025                 | Paid Amt:     | \$2,411.63 |  |  |
|      |            |       |         |  |                           | Check Amount: | \$2,411.63 |  |  |
| SBT  | 52354      | 2505  |         | <b>Minneota Bus Service</b>            |                           | Check         |            |  |  |
|      |            |       | E 01    | 005 760 000 726 360                    | Band Runs                 | \$139.95      |            |  |  |
|      |            |       | E 01    | 005 760 000 723 360                    | ECSE Trips                | \$392.00      |            |  |  |
|      |            |       | E 01    | 300 292 226 733 305                    | CC Bussing                | \$580.90      |            |  |  |
|      |            |       | E 01    | 300 296 227 733 305                    | Volleyball Bussing        | \$476.68      |            |  |  |
|      |            |       | E 01    | 300 294 211 733 305                    | Football Bussing          | \$1,099.74    |            |  |  |
| PO#: | Voucher #: | 51125 | Invoice | Invoice No: August 2025 Trips          | 10/7/2025                 | Paid Amt:     | \$2,689.27 |  |  |
|      |            |       |         |  |                           | Check Amount: | \$2,689.27 |  |  |
| SBT  | 52355      | 2253  |         | <b>MN Dept of Labor &amp; Industry</b> |                           | Check         |            |  |  |
|      |            |       | E 01    | 005 810 000 000 820                    | 122461 Boiler             | \$25.00       |            |  |  |
|      |            |       | E 01    | 005 810 000 000 820                    | 122462 Boiler             | \$25.00       |            |  |  |
|      |            |       | E 01    | 005 810 000 000 820                    | 122463 Boiler             | \$25.00       |            |  |  |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                       | Pmt/Void Date                        | Pmt Type |         |               |          |
|------|------------|-------|---------|------------------------------|--------------------------------------|----------|---------|---------------|----------|
| SBT  | 52355      | 2253  |         | MN Dept of Labor & Industry  |                                      | Check    |         |               |          |
|      |            |       | E 01    | 005 810 000 000 820          | 184463 Pressure Vessel               |          | \$25.00 |               |          |
| PO#: | Voucher #: | 51129 | Invoice | Invoice No: ABR0358068X      | 10/7/2025                            |          |         | Paid Amt:     | \$100.00 |
|      |            |       |         |                              |                                      |          |         | Check Amount: | \$100.00 |
| SBT  | 52356      | 00528 |         | MUSIC STREET                 |                                      | Check    |         |               |          |
|      |            |       | E 01    | 300 258 233 000 430          | Standard of Excellence Alto Sax Book |          | \$17.00 |               |          |
| PO#: | Voucher #: | 51136 | Invoice | Invoice No: 209256444        | 10/7/2025                            |          |         | Paid Amt:     | \$17.00  |
|      |            |       | E 01    | 300 258 233 000 430          | SOE Flute Book                       |          | \$8.50  |               |          |
|      |            |       | E 01    | 300 258 233 000 430          | SOE Clarinet Book                    |          | \$25.50 |               |          |
|      |            |       | E 01    | 300 258 233 000 430          | SOE Alto Sax Book                    |          | \$8.50  |               |          |
|      |            |       | E 01    | 300 258 233 000 430          | SOE Trumpet Book                     |          | \$25.50 |               |          |
|      |            |       | E 01    | 300 258 233 000 430          | SOE French Horn                      |          | \$8.50  |               |          |
|      |            |       | E 01    | 300 258 233 000 430          | SOE Trombone                         |          | \$34.00 |               |          |
|      |            |       | E 01    | 300 258 233 000 430          | SOE Baritone Book                    |          | \$17.00 |               |          |
|      |            |       | E 01    | 300 258 233 000 430          | SOE Drums & Mallet                   |          | \$42.50 |               |          |
| PO#: | Voucher #: | 51138 | Invoice | Invoice No: 205673300        | 10/7/2025                            |          |         | Paid Amt:     | \$170.00 |
|      |            |       | E 01    | 300 258 233 000 350          | Trombone Lyre                        |          | \$20.80 |               |          |
|      |            |       | E 01    | 300 258 233 000 350          | Trumpet Bent Stem Lyre               |          | \$16.80 |               |          |
| PO#: | Voucher #: | 51141 | Invoice | Invoice No: 207203729        | 10/7/2025                            |          |         | Paid Amt:     | \$37.60  |
|      |            |       | E 01    | 300 258 233 000 350          | Al Cass Fast Valve and Slide Oil     |          | \$32.00 |               |          |
|      |            |       | E 01    | 300 258 233 000 350          | Deg Window                           |          | \$50.00 |               |          |
| PO#: | Voucher #: | 51140 | Invoice | Invoice No: 206524224        | 10/7/2025                            |          |         | Paid Amt:     | \$82.00  |
|      |            |       | E 01    | 300 258 233 000 430          | SOE Trombone Book                    |          | \$8.50  |               |          |
|      |            |       | E 01    | 300 258 233 000 430          | SOE Book 2 Trumpet                   |          | \$8.50  |               |          |
| PO#: | Voucher #: | 51137 | Invoice | Invoice No: 205562225        | 10/7/2025                            |          |         | Paid Amt:     | \$17.00  |
|      |            |       | E 01    | 300 258 233 000 430          | SOE Book Trumpet                     |          | \$8.50  |               |          |
| PO#: | Voucher #: | 51139 | Invoice | Invoice No: 205922154        | 10/7/2025                            |          |         | Paid Amt:     | \$8.50   |
|      |            |       | E 01    | 300 258 233 000 350          | Replace Waterkey - Solder            |          | \$21.00 |               |          |
| PO#: | Voucher #: | 51143 | Invoice | Invoice No: 207853580        | 10/7/2025                            |          |         | Paid Amt:     | \$21.00  |
|      |            |       | E 01    | 300 258 233 000 350          | Trombone Lyre                        |          | \$39.00 |               |          |
| PO#: | Voucher #: | 51142 | Invoice | Invoice No: 207541607        | 10/7/2025                            |          |         | Paid Amt:     | \$39.00  |
|      |            |       |         |                              |                                      |          |         | Check Amount: | \$392.10 |
| SBT  | 52357      | 4519  |         | Nate Welsh                   |                                      | Check    |         |               |          |
|      |            |       | E 01    | 300 294 211 000 305          | 10/7 JH Football Official            |          | \$60.00 |               |          |
| PO#: | Voucher #: | 51124 | Invoice | Invoice No: 10/7 JH Football | 10/7/2025                            |          |         | Paid Amt:     | \$60.00  |
|      |            |       |         |                              |                                      |          |         | Check Amount: | \$60.00  |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor                             | Pmt/Void Date                               | Pmt Type |                           |  |  |
|------------|------------|-------|---------|------------------------------------|---|----------|---------------------------|--|--|
| SBT        | 52358      | 4498  |         | NC3                                |   | Check    |                           |  |  |
|            |            |       | E 01    | 300 301 000 830 433                | NCS Start Membership                        |          | \$1,000.00                |  |  |
| PO#:       | Voucher #: | 51135 | Invoice | Invoice No: 11811                  | 10/7/2025                                   |          | Paid Amt: \$1,000.00      |  |  |
|            |            |       |         |                                    |   |          | Check Amount: \$1,000.00  |  |  |
| SBT        | 52359      | 4531  |         | Niara Gorecki                      |   | Check    |                           |  |  |
|            |            |       | E 01    | 300 298 000 000 185                | 9/16-9/30 Games                             |          | \$40.00                   |  |  |
| PO#:       | Voucher #: | 51148 | Invoice | Invoice No: 9/16-9/30              | 10/7/2025                                   |          | Paid Amt: \$40.00         |  |  |
|            |            |       |         |                                    |   |          | Check Amount: \$40.00     |  |  |
| SBT        | 52360      | 3651  |         | One Office Solution                |   | Check    |                           |  |  |
|            |            |       | E 01    | 005 110 000 000 401                | Office Supplies                             |          | \$119.90                  |  |  |
| PO#:       | Voucher #: | 51145 | Invoice | Invoice No: 615931-01              | 10/7/2025                                   |          | Paid Amt: \$119.90        |  |  |
|            |            |       |         |                                    |   |          | Check Amount: \$119.90    |  |  |
| SBT        | 52361      | 00560 |         | OTTERTAIL POWER CO                 |   | Check    |                           |  |  |
|            |            |       | E 01    | 005 810 184 000 330                | School Building Electricity                 |          | \$8,173.16                |  |  |
|            |            |       | E 01    | 005 810 192 000 330                | Ballfield Electricity                       |          | \$444.26                  |  |  |
|            |            |       | E 01    | 005 810 192 000 330                | Liftump Electricity                         |          | \$35.77                   |  |  |
|            |            |       | E 01    | 005 810 192 000 330                | Garage Electricity                          |          | \$28.77                   |  |  |
| PO#:       | Voucher #: | 51130 | Invoice | Invoice No: 9/30/25 Stmt           | 10/7/2025                                   |          | Paid Amt: \$8,681.96      |  |  |
|            |            |       |         |                                    |   |          | Check Amount: \$8,681.96  |  |  |
| SBT        | 52362      | 00602 |         | Performance Foodservice - Marshall |   | Check    |                           |  |  |
|            |            |       | E 02    | 005 770 000 701 490                | Food Service                                |          | \$13,526.81               |  |  |
|            |            |       | E 02    | 005 770 000 707 490                | Ala Carte                                   |          | \$987.10                  |  |  |
|            |            |       | E 02    | 005 770 000 701 401                | Supplies                                    |          | \$847.46                  |  |  |
| PO#:       | Voucher #: | 51144 | Invoice | Invoice No: 9/30/25 Stmt           | 10/7/2025                                   |          | Paid Amt: \$15,361.37     |  |  |
|            |            |       |         |                                    |   |          | Check Amount: \$15,361.37 |  |  |
| SBT        | 52363      | 00892 |         | SCHOOL SPECIALTY, INC              |   | Check    |                           |  |  |
|            |            |       | E 01    | 300 211 000 000 401                | 2133004 Clipboards 9x12 6 pack              |          | \$11.24                   |  |  |
|            |            |       | E 01    | 300 211 000 000 401                | 1597359 Avery Shipping Labels pack of 200   |          | \$36.39                   |  |  |
|            |            |       | E 01    | 300 211 000 000 401                | 2124039 School Smart Glue Sticks pack of 30 |          | \$12.41                   |  |  |
|            |            |       | E 01    | 300 211 000 000 401                | 2040929 Clear Gorilla Glue                  |          | \$9.16                    |  |  |
| PO#: 11288 | Voucher #: | 51126 | Invoice | Invoice No: 208136429314           | 10/7/2025                                   |          | Paid Amt: \$69.20         |  |  |
|            |            |       |         |                                    |   |          | Check Amount: \$69.20     |  |  |
| SBT        | 52364      | 2021  |         | SIMPLEXGRINNELL LP                 |   | Check    |                           |  |  |
|            |            |       | E 01    | 005 865 000 363 305                | Service Call - Fire Alarm                   |          | \$1,864.18                |  |  |
| PO#:       | Voucher #: | 51127 | Invoice | Invoice No: 53398918               | 10/7/2025                                   |          | Paid Amt: \$1,864.18      |  |  |
|            |            |       |         |                                    |   |          | Check Amount: \$1,864.18  |  |  |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor                                    | Pmt/Void Date                   | Pmt Type    |               |             |  |
|------------|------------|-------|---------|---|---------------------------------|-------------|---------------|-------------|--|
| SBT        | 52366      | 4026  |         | THE BARN THEATRE                          |                                 | Check       |               |             |  |
|            |            |       | E 01    | 300 292 237 000 401                       | Costume Rental - Fall Musical   | \$250.00    |               |             |  |
| PO#:       | Voucher #: | 51133 | Invoice | Invoice No:                               | Minneota Fall Play              | 10/7/2025   | Paid Amt:     | \$250.00    |  |
|            |            |       |         |   |                                 |             | Check Amount: | \$250.00    |  |
| SBT        | 52367      | 3369  |         | TOTAL LAWN CARE                           |                                 | Check       |               |             |  |
|            |            |       | E 01    | 005 810 191 000 350                       | Round 4 - Fall                  | \$872.00    |               |             |  |
| PO#: 11117 | Voucher #: | 51131 | Invoice | Invoice No:                               | 11531                           | 10/7/2025   | Paid Amt:     | \$872.00    |  |
|            |            |       |         |   |                                 |             | Check Amount: | \$872.00    |  |
| SBT        | 52368      | 4620  |         | SitelogiQ Inc                             |                                 | Check       |               |             |  |
|            |            |       | E 01    | 005 810 192 000 305                       | Planning Services Break Fee     | \$33,553.98 |               |             |  |
|            |            |       | E 01    | 005 810 192 000 305                       | Referendum Collateral Materials | \$6,048.21  |               |             |  |
| PO#:       | Voucher #: | 51161 | Invoice | Invoice No:                               | PUBMID-003601                   | 10/8/2025   | Paid Amt:     | \$39,602.19 |  |
|            |            |       |         |   |                                 |             | Check Amount: | \$39,602.19 |  |
| SBT        | 52369      | 01568 |         | Minneota Education Minnesota Organization |                                 | Check       |               |             |  |
|            |            |       | B 01    | 215 028                                   | DUES                            | \$1,261.77  |               |             |  |
| PO#:       | Voucher #: | 51165 | Invoice | Invoice No:                               | S2026070                        | 10/10/2025  | Paid Amt:     | \$1,261.77  |  |
|            |            |       |         |   |                                 |             | Check Amount: | \$1,261.77  |  |
| SBT        | 52370      | 2323  |         | Borch Sporting Goods                      |                                 | Check       |               |             |  |
|            |            |       | E 01    | 300 298 000 000 401                       | Underwrap - Natural             | \$60.00     |               |             |  |
| PO#:       | Voucher #: | 51172 | Invoice | Invoice No:                               | AAS004922-AS00                  | 10/8/2025   | Paid Amt:     | \$60.00     |  |
|            |            |       |         |   |                                 |             | Check Amount: | \$60.00     |  |
| SBT        | 52371      | 00116 |         | CITY OF MINNEOTA                          |                                 | Check       |               |             |  |
|            |            |       | E 01    | 005 810 183 000 330                       | Water/Sewer                     | \$2,631.53  |               |             |  |
|            |            |       | E 01    | 005 810 186 000 330                       | Garbage                         | \$2,462.02  |               |             |  |
| PO#:       | Voucher #: | 51174 | Invoice | Invoice No:                               | 9/30/25 STMT                    | 10/8/2025   | Paid Amt:     | \$5,093.55  |  |
|            |            |       |         |   |                                 |             | Check Amount: | \$5,093.55  |  |
| SBT        | 52372      | 4512  |         | Lakeville North High School               |                                 | Check       |               |             |  |
|            |            |       | E 01    | 300 296 227 000 369                       | 10/11 VB Tournament             | \$265.00    |               |             |  |
| PO#:       | Voucher #: | 51171 | Invoice | Invoice No:                               | 10/11 VB Tournament             | 10/8/2025   | Paid Amt:     | \$265.00    |  |
|            |            |       |         |   |                                 |             | Check Amount: | \$265.00    |  |
| SBT        | 52373      | 4529  |         | Lyon County 4-H Federation                |                                 | Check       |               |             |  |
|            |            |       | E 04    | 005 505 283 321 401                       | Stay At Home Class              | \$120.00    |               |             |  |
| PO#:       | Voucher #: | 51173 | Invoice | Invoice No:                               | Stay At Home Class              | 10/8/2025   | Paid Amt:     | \$120.00    |  |
|            |            |       |         |   |                                 |             | Check Amount: | \$120.00    |  |
| SBT        | 52374      | 00211 |         | SW/WC SERVICE COOPERATIVES                |                                 | Check       |               |             |  |
|            |            |       | E 01    | 005 110 000 000 305                       | FY2026 TimeTracker Billing      | \$1,555.00  |               |             |  |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                         | Pmt/Void Date                  | Pmt Type                  |
|------|------------|-------|---------|--------------------------------|--------------------------------|---------------------------|
| SBT  | 52374      | 00211 |         | SW/WC SERVICE COOPERATIVES     |                                | Check                     |
|      |            |       | E 01    | 300 211 000 000 390            | 1/4 STARRS Online Academy      | \$1,125.00                |
|      |            |       | E 01    | 005 850 000 389 335            | Lease Levy - 1st Quarter       | \$6,049.00                |
|      |            |       | E 01    | 005 640 000 316 366            | Paraprofessional Training JS   | \$55.00                   |
|      |            |       | E 01    | 005 257 000 000 305            | Cybersecurity Services         | \$1,985.08                |
|      |            |       | E 01    | 005 257 000 000 305            | Tech Support                   | \$503.16                  |
| PO#: | Voucher #: | 51175 | Invoice | Invoice No: 9/30/25 Stmt       | 10/8/2025                      | Paid Amt: \$11,272.24     |
|      |            |       | E 01    | 005 401 000 740 396            | Speech Summer Billing Salary   | \$1,212.27                |
|      |            |       | E 01    | 005 401 000 740 397            | Speech Summer Billing Benefits | \$412.17                  |
|      |            |       | E 01    | 005 401 000 740 366            | Speech Summer Billing Travel   | \$208.86                  |
|      |            |       | E 01    | 005 404 000 740 396            | OT Summer Billing Salary       | \$758.19                  |
|      |            |       | E 01    | 005 404 000 740 397            | OT Summer Billing Benefits     | \$257.78                  |
|      |            |       | E 01    | 005 404 000 740 366            | OT Summer Billing Travel       | \$173.00                  |
|      |            |       | E 01    | 005 405 000 740 396            | HOH Summer Billing Salary      | \$1,092.63                |
|      |            |       | E 01    | 005 405 000 740 397            | HOH Summer Billing Benefits    | \$371.49                  |
|      |            |       | E 01    | 005 405 000 740 366            | HOH Summer Billing Travel      | \$259.76                  |
| PO#: | Voucher #: | 51176 | Invoice | Invoice No: 9/30/25 Stmt       | 10/8/2025                      | Paid Amt: \$4,746.15      |
|      |            |       |         |                                |                                | Check Amount: \$16,018.39 |
| SBT  | 52375      | 4319  |         | ROBERT W. BAIRD CO             |                                | Check                     |
|      |            |       | E 01    | 005 810 192 000 305            | February 11th Referendum       | \$1,382.75                |
| PO#: | Voucher #: | 51177 | Invoice | Invoice No: PF-24014622        | 10/9/2025                      | Paid Amt: \$1,382.75      |
|      |            |       |         |                                |                                | Check Amount: \$1,382.75  |
| SBT  | 52376      | 4288  |         | Alex Lessman                   |                                | Check                     |
|      |            |       | E 01    | 300 294 211 000 305            | 10/10 JH Football Official     | \$60.00                   |
| PO#: | Voucher #: | 51181 | Invoice | Invoice No: 10/10 JH Football  | 10/10/2025                     | Paid Amt: \$60.00         |
|      |            |       |         |                                |                                | Check Amount: \$60.00     |
| SBT  | 52377      | 3952  |         | BROOKE HENNEN                  |                                | Check                     |
|      |            |       | E 01    | 300 296 227 000 305            | 9/2 JH Volleyball Official     | \$60.00                   |
|      |            |       | E 01    | 300 296 227 000 305            | 9/4 JH Volleyball Official     | \$60.00                   |
|      |            |       | E 01    | 300 296 227 000 305            | 9/11 JH Volleyball Official    | \$60.00                   |
|      |            |       | E 01    | 300 296 227 000 305            | 9/23 JH Volleyball Official    | \$60.00                   |
|      |            |       | E 01    | 300 296 227 000 305            | 9/30 JH Volleyball Official    | \$60.00                   |
|      |            |       | E 01    | 300 296 227 000 305            | 10/2 JH Volleyball Official    | \$60.00                   |
| PO#: | Voucher #: | 51183 | Invoice | Invoice No: 2025 JH Volleyball | 10/10/2025                     | Paid Amt: \$360.00        |
|      |            |       |         |                                |                                | Check Amount: \$360.00    |

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

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                 | Pmt/Void Date                                | Pmt Type   |               |          |  |
|------|------------|-------|---------|------------------------|--|------------|---------------|----------|--|
| SBT  | 52378      | 4623  |         | Bryce Jeppesen         |  | Check      |               |          |  |
|      |            |       | E 01    | 300 294 211 000 305    | 10/10 JH Football Official                   | \$60.00    |               |          |  |
| PO#: | Voucher #: | 51179 | Invoice | Invoice No:            | 10/10 JH Football                            | 10/10/2025 | Paid Amt:     | \$60.00  |  |
|      |            |       |         |                        |  |            | Check Amount: | \$60.00  |  |
| SBT  | 52379      | 2848  |         | Chuck Josephson        |  | Check      |               |          |  |
|      |            |       | E 01    | 300 294 211 000 305    | 10/10 JH Football Official                   | \$60.00    |               |          |  |
| PO#: | Voucher #: | 51180 | Invoice | Invoice No:            | 10/10 JH Football                            | 10/10/2025 | Paid Amt:     | \$60.00  |  |
|      |            |       |         |                        |  |            | Check Amount: | \$60.00  |  |
| SBT  | 52380      | 4336  |         | Jessica Verly          |  | Check      |               |          |  |
|      |            |       | E 01    | 005 760 000 723 360    | Transportation Agreement - 10/1 through 10/9 | \$805.70   |               |          |  |
| PO#: | Voucher #: | 51182 | Invoice | Invoice No:            | 10/1-10/9                                    | 10/10/2025 | Paid Amt:     | \$805.70 |  |
|      |            |       |         |                        |  |            | Check Amount: | \$805.70 |  |
| SBT  | 52381      | 4239  |         | MCKENNA YOST           |  | Check      |               |          |  |
|      |            |       | E 01    | 300 296 227 000 305    | 9/2 JH Volleyball Official                   | \$60.00    |               |          |  |
|      |            |       | E 01    | 300 296 227 000 305    | 10/13 JH Volleyball Official                 | \$60.00    |               |          |  |
| PO#: | Voucher #: | 51184 | Invoice | Invoice No:            | 2025 JH Volleyball                           | 10/10/2025 | Paid Amt:     | \$120.00 |  |
|      |            |       |         |                        |  |            | Check Amount: | \$120.00 |  |
| SBT  | 52382      | 4018  |         | PEMBERTON LAW, P.L.L.P |  | Check      |               |          |  |
|      |            |       | E 01    | 005 010 000 000 305    | Professional Services                        | \$129.00   |               |          |  |
| PO#: | Voucher #: | 51186 | Invoice | Invoice No:            | 61   | 10/10/2025 | Paid Amt:     | \$129.00 |  |
|      |            |       |         |                        |  |            | Check Amount: | \$129.00 |  |
| SBT  | 52383      | 4391  |         | Rise Vision Inc        |  | Check      |               |          |  |
|      |            |       | E 01    | 005 257 000 000 406    | Education/Non Profit Advance Displays        | \$276.00   |               |          |  |
| PO#: | Voucher #: | 51178 | Invoice | Invoice No:            | 138839                                       | 10/10/2025 | Paid Amt:     | \$276.00 |  |
|      |            |       |         |                        |  |            | Check Amount: | \$276.00 |  |
| SBT  | 52384      | 00505 |         | THE MINNEOTA MASCOT    |  | Check      |               |          |  |
|      |            |       | E 01    | 005 010 000 000 305    | School Board Minutes - 8/27 and 9/15         | \$224.00   |               |          |  |
| PO#: | Voucher #: | 51185 | Invoice | Invoice No:            | 90919  | 10/10/2025 | Paid Amt:     | \$224.00 |  |
|      |            |       |         |                        |  |            | Check Amount: | \$224.00 |  |
| SBT  | 52385      | 4411  |         | Adri DeBoer            |  | Check      |               |          |  |
|      |            |       | E 01    | 300 296 227 000 305    | 10/14 V Volleyball Official                  | \$140.00   |               |          |  |
| PO#: | Voucher #: | 51219 | Invoice | Invoice No:            | 10/14 V Volleyball                           | 10/13/2025 | Paid Amt:     | \$140.00 |  |
|      |            |       |         |                        |  |            | Check Amount: | \$140.00 |  |

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

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd                      | Vendor                      | Pmt/Void Date      | Pmt Type   |               |          |  |
|------|------------|-------|--------------------------|-----------------------------|--------------------|------------|---------------|----------|--|
| SBT  | 52386      | 4288  |                          | Alex Lessman                |                    | Check      |               |          |  |
|      |            |       | E 01 300 294 211 000 305 | 10/16 JV Football Official  |                    | \$60.00    |               |          |  |
| PO#: | Voucher #: | 51223 | Invoice                  | Invoice No:                 | 10/16 JV Football  | 10/13/2025 | Paid Amt:     | \$60.00  |  |
|      |            |       |                          |                             |                    |            | Check Amount: | \$60.00  |  |
| SBT  | 52387      | 4308  |                          | BLAKE KARAS                 |                    | Check      |               |          |  |
|      |            |       | E 01 300 294 211 000 305 | 10/15 V Football Official   |                    | \$140.00   |               |          |  |
| PO#: | Voucher #: | 51218 | Invoice                  | Invoice No:                 | 10/15 V Football   | 10/13/2025 | Paid Amt:     | \$140.00 |  |
|      |            |       |                          |                             |                    |            | Check Amount: | \$140.00 |  |
| SBT  | 52388      | 2848  |                          | Chuck Josephson             |                    | Check      |               |          |  |
|      |            |       | E 01 300 294 211 000 305 | 10/16 JV Football Official  |                    | \$60.00    |               |          |  |
| PO#: | Voucher #: | 51224 | Invoice                  | Invoice No:                 | 10/16 JV Football  | 10/13/2025 | Paid Amt:     | \$60.00  |  |
|      |            |       |                          |                             |                    |            | Check Amount: | \$60.00  |  |
| SBT  | 52389      | 3391  |                          | CINDY VERSCHAETSE           |                    | Check      |               |          |  |
|      |            |       | E 01 300 296 227 000 305 | 10/16 V Volleyball Official |                    | \$140.00   |               |          |  |
| PO#: | Voucher #: | 51228 | Invoice                  | Invoice No:                 | 10/16 V Volleyball | 10/13/2025 | Paid Amt:     | \$140.00 |  |
|      |            |       |                          |                             |                    |            | Check Amount: | \$140.00 |  |
| SBT  | 52390      | 4624  |                          | Dan Hup                     |                    | Check      |               |          |  |
|      |            |       | E 01 300 294 211 000 305 | 10/15 V Football Official   |                    | \$140.00   |               |          |  |
| PO#: | Voucher #: | 51225 | Invoice                  | Invoice No:                 | 10/15 V Football   | 10/13/2025 | Paid Amt:     | \$140.00 |  |
|      |            |       |                          |                             |                    |            | Check Amount: | \$140.00 |  |
| SBT  | 52391      | 4381  |                          | Data Processing Design Inc. |                    | Check      |               |          |  |
|      |            |       | E 01 005 810 000 000 320 | Monthly Useage Statement    |                    | \$90.19    |               |          |  |
| PO#: | Voucher #: | 51215 | Invoice                  | Invoice No:                 | EGOLD-12150354     | 10/13/2025 | Paid Amt:     | \$90.19  |  |
|      |            |       |                          |                             |                    |            | Check Amount: | \$90.19  |  |
| SBT  | 52392      | 3512  |                          | ERIC HAMM                   |                    | Check      |               |          |  |
|      |            |       | E 01 300 294 211 000 305 | 10/15 V Football Official   |                    | \$140.00   |               |          |  |
| PO#: | Voucher #: | 51216 | Invoice                  | Invoice No:                 | 10/15 V Football   | 10/13/2025 | Paid Amt:     | \$140.00 |  |
|      |            |       |                          |                             |                    |            | Check Amount: | \$140.00 |  |
| SBT  | 52393      | 4417  |                          | Forest Lake Printing        |                    | Check      |               |          |  |
|      |            |       | E 01 005 720 000 000 401 | Student Health Records      |                    | \$270.00   |               |          |  |
|      |            |       | E 01 005 720 000 000 401 | Shipping                    |                    | \$25.00    |               |          |  |
| PO#: | Voucher #: | 51187 | Invoice                  | Invoice No:                 | 23308              | 10/13/2025 | Paid Amt:     | \$295.00 |  |
|      |            |       |                          |                             |                    |            | Check Amount: | \$295.00 |  |

Detail Payment Register By Check

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                     | Pmt/Void Date               | Pmt Type |            |               |             |
|------|------------|-------|---------|----------------------------|-----------------------------|----------|------------|---------------|-------------|
| SBT  | 52394      | 4170  |         | JEFF NELSON                |                             | Check    |            |               |             |
|      |            |       | E 01    | 300 296 227 000 305        | 10/16 V Volleyball Official |          | \$140.00   |               |             |
| PO#: | Voucher #: | 51227 | Invoice | Invoice No:                | 10/16 V Volleyball          |          | 10/13/2025 | Paid Amt:     | \$140.00    |
|      |            |       |         |                            |                             |          |            | Check Amount: | \$140.00    |
| SBT  | 52395      | 4087  |         | LEAH FADNESS               |                             | Check    |            |               |             |
|      |            |       | E 01    | 300 296 227 000 305        | 10/14 V Volleyball Official |          | \$140.00   |               |             |
| PO#: | Voucher #: | 51220 | Invoice | Invoice No:                | 10/14 V Volleyball          |          | 10/13/2025 | Paid Amt:     | \$140.00    |
|      |            |       |         |                            |                             |          |            | Check Amount: | \$140.00    |
| SBT  | 52396      | 4519  |         | Nate Welsh                 |                             | Check    |            |               |             |
|      |            |       | E 01    | 300 294 211 000 305        | 10/16 JV Football Official  |          | \$60.00    |               |             |
| PO#: | Voucher #: | 51221 | Invoice | Invoice No:                | 10/16 JV Football           |          | 10/13/2025 | Paid Amt:     | \$60.00     |
|      |            |       |         |                            |                             |          |            | Check Amount: | \$60.00     |
| SBT  | 52397      | 3511  |         | SCOTT MONSON               |                             | Check    |            |               |             |
|      |            |       | E 01    | 300 294 211 000 305        | 10/16 JV Football Official  |          | \$60.00    |               |             |
| PO#: | Voucher #: | 51222 | Invoice | Invoice No:                | 10/16 JV Football           |          | 10/13/2025 | Paid Amt:     | \$60.00     |
|      |            |       |         |                            |                             |          |            | Check Amount: | \$60.00     |
| SBT  | 52398      | 3939  |         | TOM BOVEE                  |                             | Check    |            |               |             |
|      |            |       | E 01    | 300 294 211 000 305        | 10/15 V Football Official   |          | \$140.00   |               |             |
| PO#: | Voucher #: | 51226 | Invoice | Invoice No:                | 10/15 V Football            |          | 10/13/2025 | Paid Amt:     | \$140.00    |
|      |            |       |         |                            |                             |          |            | Check Amount: | \$140.00    |
| SBT  | 52399      | 4613  |         | Tom Holland                |                             | Check    |            |               |             |
|      |            |       | E 01    | 300 294 211 000 305        | 10/15 V Football Official   |          | \$140.00   |               |             |
| PO#: | Voucher #: | 51217 | Invoice | Invoice No:                | 10/15 V Football            |          | 10/13/2025 | Paid Amt:     | \$140.00    |
|      |            |       |         |                            |                             |          |            | Check Amount: | \$140.00    |
| SBT  | 52400      | 4009  |         | AG PLUS COOPERATIVE        |                             | Check    |            |               |             |
|      |            |       | E 01    | 005 760 000 720 440        | Bus Fuel                    |          | \$9,271.36 |               |             |
|      |            |       | E 01    | 005 760 000 720 440        | Van Fuel                    |          | \$960.79   |               |             |
|      |            |       | E 01    | 300 211 000 000 401        | JUNIOR CLASS                |          | \$12.81    |               |             |
| PO#: | Voucher #: | 51229 | Invoice | Invoice No:                | 9/30/25 Stmt                |          | 10/14/2025 | Paid Amt:     | \$10,244.96 |
|      |            |       |         |                            |                             |          |            | Check Amount: | \$10,244.96 |
| SBT  | 52401      | 4374  |         | Granite Telecommunications |                             | Check    |            |               |             |
|      |            |       | E 01    | 005 810 000 000 320        | Monthly Useage Statement    |          | \$171.15   |               |             |
| PO#: | Voucher #: | 51230 | Invoice | Invoice No:                | 717787322                   |          | 10/14/2025 | Paid Amt:     | \$171.15    |
|      |            |       |         |                            |                             |          |            | Check Amount: | \$171.15    |
| SBT  | 52402      | 00385 |         | JOSTEN'S                   |                             | Check    |            |               |             |
|      |            |       | E 01    | 005 010 000 000 401        | Diploma                     |          | \$256.50   |               |             |

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

Check Number: 52278-2147483647 Payment Date: 09/16/2025-10/31/2025 Period: 202601-202604 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                             | Pmt/Void Date             | Pmt Type      |              |  |  |
|------|------------|-------|---------|------------------------------------|---------------------------|---------------|--------------|--|--|
| SBT  | 52402      | 00385 |         | JOSTEN'S                           |                           | Check         |              |  |  |
|      |            |       | E 01    | 005 010 000 000 401                | Shipping                  | \$17.95       |              |  |  |
| PO#: | Voucher #: | 51231 | Invoice | Invoice No: 37628816               | 10/14/2025                | Paid Amt:     | \$274.45     |  |  |
|      |            |       |         |                                    |                           | Check Amount: | \$274.45     |  |  |
| SBT  | 52403      | 4625  |         | Karian Peterson Power Line Company |                           | Check         |              |  |  |
|      |            |       | E 01    | 005 810 192 000 350                | Football Field Lights     | \$1,350.00    |              |  |  |
| PO#: | Voucher #: | 51232 | Invoice | Invoice No: 3228                   | 10/14/2025                | Paid Amt:     | \$1,350.00   |  |  |
|      |            |       |         |                                    |                           | Check Amount: | \$1,350.00   |  |  |
| SBT  | 52404      | 00498 |         | MINNESOTA UI FUND                  |                           | Check         |              |  |  |
|      |            |       | E 01    | 100 203 000 000 281                | Elementary Unemployment   | \$23,697.73   |              |  |  |
|      |            |       | E 01    | 300 211 000 000 281                | High School Unemployment  | \$13,341.50   |              |  |  |
|      |            |       | E 01    | 300 211 000 000 281                | Food Service Unemployment | \$4,976.42    |              |  |  |
| PO#: | Voucher #: | 51233 | Invoice | Invoice No: Qtr 3 - Unemployment   | 10/14/2025                | Paid Amt:     | \$42,015.65  |  |  |
|      |            |       |         |                                    |                           | Check Amount: | \$42,015.65  |  |  |
| SBT  | 52405      | 3722  |         | MN RIVER VALLEY EDUCATION DISTRICT |                           | Check         |              |  |  |
|      |            |       | E 01    | 005 640 000 316 366                | Quarter 4 - MRVED         | \$5,793.31    |              |  |  |
| PO#: | Voucher #: | 51234 | Invoice | Invoice No: 2024-25 Quarter 4      | 10/14/2025                | Paid Amt:     | \$5,793.31   |  |  |
|      |            |       |         |                                    |                           | Check Amount: | \$5,793.31   |  |  |
|      |            |       |         |                                    |                           | Report Total: | \$513,514.98 |  |  |

**LEADERSHIP**

**REPORTS**

**Enrollment as of 10/14/25 is 298 (up 1 since 9/12)**

PreK: 46 (up 1 from 9/12)  
K: 38  
1: 31 (up 1 since 9/12)  
2: 45  
3: 33  
4: 40 (down 1 since 9/12)  
5: 32  
6: 33

**READ Act Updates**

**Professional Development Requirement: Educators**

- Phase 1 Educators have until July 2026 to be trained
- Phase 2 Educators have until July 2027 to be trained (training options not yet released by MDE)

**LETRS Trained Staff in Elementary:**

PreK Teachers - fully trained  
Grade 1 Teachers - fully trained  
Grade 2 Teachers - Sue trained, Ms. Gillingham in year 2  
Grade 3 Teachers - fully trained  
Grade 4 Teachers - fully trained  
Grade 5/6 Teachers - Ms. Buysse trained, Ms. Domeier in year 2, Mrs. Walerius and Mr. Larson not required  
Ms. Schultze (title) fully trained  
Ms. Guza (EL) in year 2  
Mrs. VanKeulen and Mrs. Niska (SpEd) - fully trained  
Mrs. Thompson (SpEd) - year 2  
Mrs. Johnston - fully trained

Not required: Grade 4-12 educators **who do not teach reading.**

# Elementary Updates

## School Board Report

**Nicolle Johnston**

**Professional Development Requirement: Support Staff**  
**4 sessions, 2 hours per session, live (in person)**

| Session                | Focus Area   |
|------------------------|--|
| 1: Structured Literacy | Understanding the science of reading and the importance of explicit, systematic instruction. |
| 2: Phonemic Awareness  | Understanding routines and how to support sound awareness.                                   |
| 3: Phonics             | Understanding how students learn to decode.  |
| 4: Vocabulary          | Understanding morphology and how to use strategies to support comprehension                  |



## Grades 4-12 Screening Requirements

- Every student DOES NOT need the Dyslexia screening every year – per MDE literacy meeting held on 10/14/25.
- We have a data matrix, and students who are consistently meeting literacy benchmarks do not need to be screened in 7+ unless they show deficits (MCAs, literacy assessments, later).

### 4-6: Screening Process

#### Step 1 – Determine Students Not Meeting Grade-Level Benchmarks

Determine which students are not meeting grade-level benchmarks in a locally determined manner using a valid, reliable, and standardized tool.

- Existing Tool: FastBridge aReading
- Students who score below benchmark in the winter on aReading will take the Capti ReadBasix-4 subtests

#### Step 2 – Capti ReadBasix Required Subtests

Students determined as not meeting grade-level benchmarks in step 1 are administered Capti ReadBasix

- During SY2025-26: To screen for characteristics of dyslexia, four subtests of Capti ReadBasix are required in Step 2.
- Beginning in SY2026-27: To align with the READ Act 3.0 requirement to screen for reading difficulties, including characteristics of dyslexia, all six subtests of Capti ReadBasix will be required in Step 2.

### 7-12: Screening Process

All six Capti ReadBasix subtests will be given to all students in grades 7-12 **who have been identified as not consistently meeting grade-level benchmarks**. We will look at students who receive literacy supports in a guided study hall, students on 504s for literacy, current 7th graders who were flagged in aReading in 6th grade, and all students being provided intervention for literacy through the TAT process this year. We will also look at MCA data.

# Curriculum and Instruction Updates

## Standards-Based Grading

### Students in K-3 receive standards-based grades

- Standards are our base for instruction. It is what we teach. How are we going to determine how to teach the standards to every kid in our room? Curriculum is how we teach.

### Students in grades 4-6 are becoming more independent learners

- Letter grades summarize *performance* across multiple standards — preparing them for middle/high school grading systems.

## How Do I Read My Child's Report Card?

Students are scored based on the level at which they show proficiency of the standard. The focus is on what each child has learned. To show the different stages of your child's learning, you'll see scores of **1**, **2**, or **3**. The goal is for students to reach a **3 (Meets Grade Level Standard)** by the end of the school year.

**1**  
Does not meet grade level standard

Your child has limited understanding and needs ongoing support

**2**  
Progressing toward meeting grade level standard

Your child shows partial understanding with support

**3**  
Meets grade level standard

End of Year Goal

## Standards-Based Report Card Guide

for Families of Students in Grades K-3

### What is Standards-Based Grading?

In Minnesota, standards-based grading aligns with the state's academic standards, which outline the knowledge and skills students should acquire at each grade level. Standards-based grading measures a student's progress toward mastering specific grade-level skills, known as standards. Instead of receiving one overall grade, students are scored on how well they understand and apply each skill. The focus is on what students have learned, not how they compare to others. Progress is tracked across the year, allowing students to show improvement and mastery at different paces.



✓ The learning targets for students and families explain what a student is expected to know by the end of the school year.

✓ The focus is on growth and improvement.

✓ Instead of one overall grade for an individual subject, your child is scored on how well they understand specific skills or concepts.

✓ This way of grading helps teachers and parents clearly see where the child is doing well and where more practice/support or enrichment is needed.



Minnesota Public Schools

# Kindergarten Standards-Based Report Card Sample

### Evaluation Key

- 3 = Meets Standard
- 2 = Partially Meets Standard
- 1 = Does Not Meet Standard

### Reading Readiness

- I Can Recognize My First Name
- I Can Print My First and Last Name
- I Can Produce Rhyming Words
- I Can Tell the Beginning, Middle, and End of a Story
- I Can Tell What the Author Does
- I Can Tell What an Illustrator Does
- I Can Tell the Beginning Sound of a Word
- I Can Tell the Ending Sound of a Word
- I Can Tell the Medial Sound of a Word
- I Can Blend and Read Sounds in a CVC Word
- I Can Read Decodable Text
- I Can Count the Number of Syllables in a Given Word

Nov Feb May

|  | Nov | Feb | May |
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### Writing Skills

- I Can Write Neatly
- I Can Use Phonetic Spelling
- I Can Construct a Sentence
- I Can Use Punctuation When Writing a Sentence
- I Can Write a CVC Word

Nov Feb May

|  | Nov | Feb | May |
|--|-----|-----|-----|
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# Playground Update

Committee Members: Tom Skorczewski, Kim Caster, Melinda Stiklestad, Jared Josephson, Karla Anundson, Larissa Damm, Brandi Stefansen, Caitlyn Sonnenberg, Cindy Van Keulen, and Nicolle Johnston

Company: SafetyFirst Playgrounds/Chuck Bot

Next Steps: Vision/Grants/Fundraising



## SEL PLC Focus for October

### PreK Focus

“We want children to be able to build attention spans and not interrupt other students.”

### Grade K Self-regulation/Self-Control

“We want students to learn how to behave if they don't get what they want.”

### Grade 1 Self-regulation/Self-Control

“We want students to keep their hands to themselves and respect others' personal space.”

### Grade 2 Empathy

“We want students to understand we all have strengths and weaknesses and how to best utilize them to better the whole group.”

### Grade 3 Active Listening

“We want students to be active listeners and to take turns in conversations.”

### Grade 4 Self-Management

“We want students to become more responsible and self-aware working toward independence and intrinsic motivation to do well.”

### Grade 5 Self-Awareness

“We want students to know how to work independently.”

### Grade 6 Disagreeing Respectfully

“We want students to be able to manage/navigate their own social dramas without it involving others and ruining their day and their ability to focus academically.”



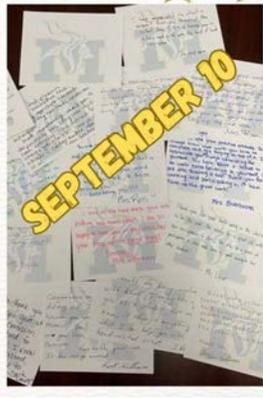
#### ❑ Important Events

- November 3rd: Parent-Teacher Conferences (1:30-8)
- November 27th-28th: No School (Thanksgiving Break)

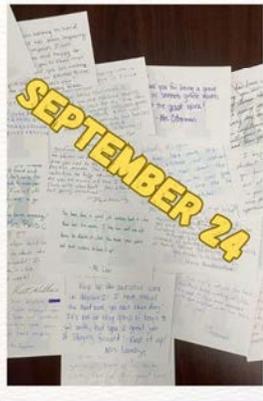
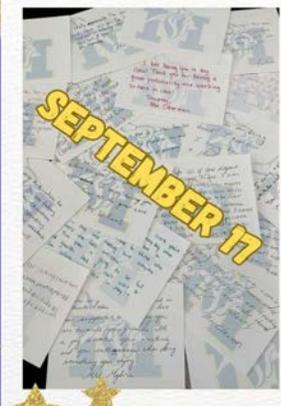


**HIGH SCHOOL**  
**BOARD REPORT**

**OCTOBER 2025**



**High School Shout Outs  
continue to make their way out!!  
Watch for the next round on Friday!!**



# PBIS INITIATIVE

# CAREER AND COLLEGE READINESS

## **October is College Knowledge Month!!**

- Seniors had a college visit to their choice of Lake Area Tech or SDSU on Sept. 30
- All 11<sup>th</sup> graders attending the College Fair at SMSU on Oct. 2
- Mrs. Werner met with all Seniors on College and Career topics.
  - Assisted with applying to post-secondary institutions and determining after high school plans
- All 10<sup>th</sup> Graders took the YouScience Assessment on Oct 8<sup>th</sup>
- All Juniors will take the ASVAB on November 5

# HIGH SCHOOL HAPPENINGS

- Blood Drive occurred on Oct. 1<sup>st</sup>
  - Collected 42 units
- Quarter 1 ended on October 14<sup>th</sup>
- Fall Spirit Week October 27<sup>th</sup> – 31<sup>st</sup>
- Veteran's Day Program is in the planning phases
  - Being planned by our National Honor Society
- PLCs
  - Curriculum Mapping new standards

# COMING SOON...

## Attention Parents SAVE THE DATE!

Financial Aid Night  
November 3rd at 6:00 pm  
In the Conference Room

The Director of Financial Aid, Natasha Boe, from SMSU will present on all things financial aid related.

She will give an overview of financial aid and the FAFSA, help answer questions, and provide assistance to those wanting to work on the FAFSA\*.



Students are encouraged to come, but are not required.

\*Please have your FSA ID created 3 days prior to this event to receive help completing the FAFSA. You will also need to bring your own device.

For more information contact the School Counselor, Angela Werner:  
[angela.werner@minneotaschools.org](mailto:angela.werner@minneotaschools.org)  
or 507-872-6175



- The PSAT was given today!
- Parent/Teacher Conferences are Nov 3<sup>rd</sup>
- Financial Aid Night is Nov. 3<sup>rd</sup>
- Fall Musical is Nov. 13, 15, and 16

**MUSICAL**  
EBENEZER SCROOGE'S  
BIG MINNEOTA  
CHRISTMAS SHOW

M  
H  
S

Nov. 13<sup>th</sup> at 7:30 pm & Nov. 15<sup>th</sup> at 7:30 pm & Nov. 16<sup>th</sup> at 2:00 pm  
In the Viking Gym

A festive poster for a musical. The title 'MUSICAL EBENEZER SCROOGE'S BIG MINNEOTA CHRISTMAS SHOW' is written in a decorative font. Below the title are the letters 'M', 'H', and 'S' stacked vertically. To the right of the letters is a decorated Christmas tree, a lit candle, and a cane. At the bottom, the performance dates and times are listed: 'Nov. 13th at 7:30 pm & Nov. 15th at 7:30 pm & Nov. 16th at 2:00 pm'. The location 'In the Viking Gym' is written at the very bottom. The background is light green with gold stars and confetti.

# SUPERINTENDENT'S REPORT



End of Quarter #1



Student Attendance = 96.70%\*

- K-6 = 6<sup>th</sup> Grade nudges out K for the highest at 97.82%
- 7-12 = 7<sup>th</sup> Grade ekes by the 8<sup>th</sup> Grade for the highest at 97.52%
- 380 Students = No Tardies [E or U]
- 268 Students = No Absences [E or U]
- 186 Students = Perfect Attendance



MRVED Common In-Service



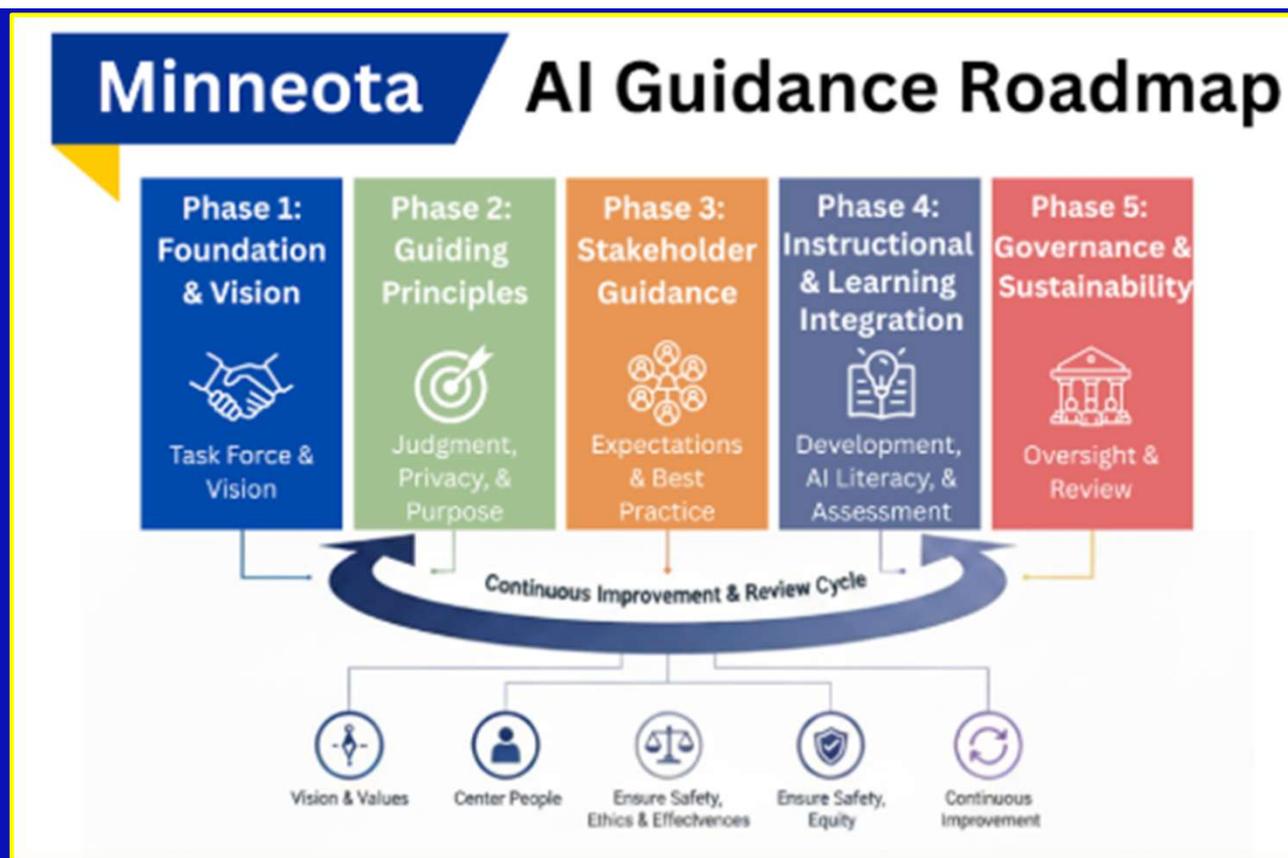
Concrete/sidewalk work



Dance



# SUPERINTENDENT'S REPORT



# SUPERINTENDENT'S REPORT



## Artificial Intelligence...

- Devann and I met with SWWC AI person, David Berner
- AI has been around since the 1960's
- Generative AI is what we are referring to now when we say "AI"
- Cognitive offloading...when someone loses the ability to do things on their own and relies on AI for everything
- 26% of ChatGPT users are between 13-18 years old
- 35% of the 13-18 year old ChatGPT users prefer to "talk to" or interact with ChatGPT than an actual person or friend
- AI resources are not 100% accurate; we still need teacher/adult oversight when students are using AI

# SUPERINTENDENT'S REPORT



## Food Service – August and September

- ❑ Relatively strong participation in the meal program.
- ❑ Top-performing lunch menu items include hamburger/hot dog, chicken wrap/BBQ pork, California burger/hot dog, chicken patty/corndog, pizza/brat.
- ❑ Students clearly favor classic comfort foods [*burgers, chicken, tacos, and pizza*].
- ❑ Mondays and Tuesdays generally yield the highest participation, while Fridays trend lower.
- ❑ The overall attendance rates shows a strong student presence in school, which is important context for meal program planning.



**CONSENT**

**AGENDA**

# MINNEOTA PUBLIC SCHOOLS – ISD #414

## SEPTEMBER 24, 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, September 24, 2025 at 5:3 pm in the Conference Room.

Roll call was taken. Members present included Jon Buysse, Ryan Runia, Tom Skorczewski, Julie Mead, Emily Coequyt, Martin Hennen, and Abby Thostenson. Nicolle Johnston, Lindsey Larson, Kim Caster, Brandon Caster, and Scott Monson also attended.

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

School Board Members shared points of Viking Pride, which included staff and student accomplishments.

Nicole Johnston, Lindsey Larson, and Scott Monson shared a 2024-2025 state assessments presentation and answered questions from Board Members.

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

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

School Board Committee reports and administrators reports were presented and discussed.

Motion by Mead, second by Hennen, to approve the Consent Agenda as presented. Motion passed unanimously.

Chair Thostenson read a summary from the August 27, 2025 Closed Session, at which the School Board conducted an annual performance review of Superintendent Monson.

Motion by Skorczewski, second by Runia, to accept a quote from Tolk Graveling LLC for snow removal. Motion passed unanimously.

Motion by Mead, second by Buysse, to approve the 2<sup>nd</sup> reading of eight (8) policies and procedures. Motion passed unanimously.

Motion by Skorczewski, second by Runia, to approve the maximum preliminary 2025 payable 2026 levy limitation and certification. Motion carried unanimously.

Motion by Skorczewski, second by Coequyt, to move the December 23, 2025 Regular Meeting to Wednesday, December 17, 2025, starting at 6:00 pm. Motion carried unanimously.

Motion by Mead, second by Runia, to establish the date for public discussion regarding the 2025 payable 2026 levy limitation and certification for Wednesday, December 17, 2025 at 6:00 pm. Motion carried unanimously.

Superintendent Monson reviewed a preliminary summary for the 2024-2025 Achievement and Integration Plan. No action was taken.

Motion by Skorczewski, second by Mead, to have preliminary recognition of the 2025-2026 MEMO Seniority List. Motion passed unanimously.

Motion by Skorczewski, second by Buysse, to approve the 2025-2026 Assurances of Compliance. Motion carried unanimously.

Motion by Mead, second by Hennen, to approve a resolution nominating Emily Coequyt for the Board of Directors of the SWWC Service Cooperative. Motion carried unanimously by roll call vote, with Coequyt abstaining.

The Board reviewed eight (8) district policies and procedures for the 1<sup>st</sup> Reading, but no formal action was taken.

Motion by Mead, second by Runia, 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 6:57 pm.

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Martin Hennen, Clerk

## Consent Agenda Personnel Items | October 2025

### Resignation or Termination

| Name         | Position                   | Effective Date | Details          |
|--------------|----------------------------|----------------|------------------|
| Larissa Damm | Junior High Softball Coach | Immediately    | Personal Reasons |

### New Contract or New Hire

| Name          | Position                | Salary-Wages     | Effective Date                           |
|---------------|-------------------------|------------------|--|
| Laura Swoboda | Extended Day Substitute | \$25.71/per hour | October 6, 2025 through November 7, 2025 |

**PREVIOUS**

**BUSINESS**

# **2024-2025 ACHIEVEMENT & INTEGRATION PLAN PROGRESS REPORT**

## **FOCUS AREA #1: INTEGRATION GOAL**

2023-2026 Goal: The percentage of students completing Grade 11 earning credits in two or more Career and Technical Education or College level courses will increase from 97.6% in 2023 to 100% in 2026.

2024-2025 Result: In 2024-2025, 42 of 46 [or 91.3%] of 11<sup>th</sup> Grade students had taken 2 or more classes in CTE or college courses.

**GOAL STATUS: NOT ON TRACK; HAVE NOT MET THE THREE-YEAR GOAL.**

## **FOCUS AREA #2: TEACHER EQUITY GOAL**

2023-2026 Goal: The percentage of students with access to effective teachers trained in equity literacy will increase from 0% in 2023 to 75% in 2026.

2024-2025 Result: At the end of the year, 34 of 40 licensed staff members – or 85% – had participated in/completed training that included topics such as:

- ⇒ diversity defined,
- ⇒ identification of behaviors that may be discriminatory or create a hostile learning environment,
- ⇒ looking deeper into communications strategies, and
- ⇒ examining positive and reinforcing behaviors that show respect and appreciation for diverse individuals.

**GOAL STATUS: GOAL MET FOR 2024-2025; THREE-YEAR GOAL.**

## **FOCUS AREA #3: ACHIEVEMENT GOAL**

2023-2026 Goal: By the spring of 2026, the achievement gap between non-white students and white students will decrease by 3%, as assessed by the reading MCAs. There will be no more than a 12% gap in proficiency when the two groups are compared.

2024-2025 Result: Reading MCA data from 2024-2025 illustrates white students with a 69.0% proficiency rate and non-white students with a 51.7% proficiency rate – consequently, the result of this is a 17.3% achievement gap. This is a significant increase from the 5.4% achievement gap that existed between these two student subgroups in 2023-2024.

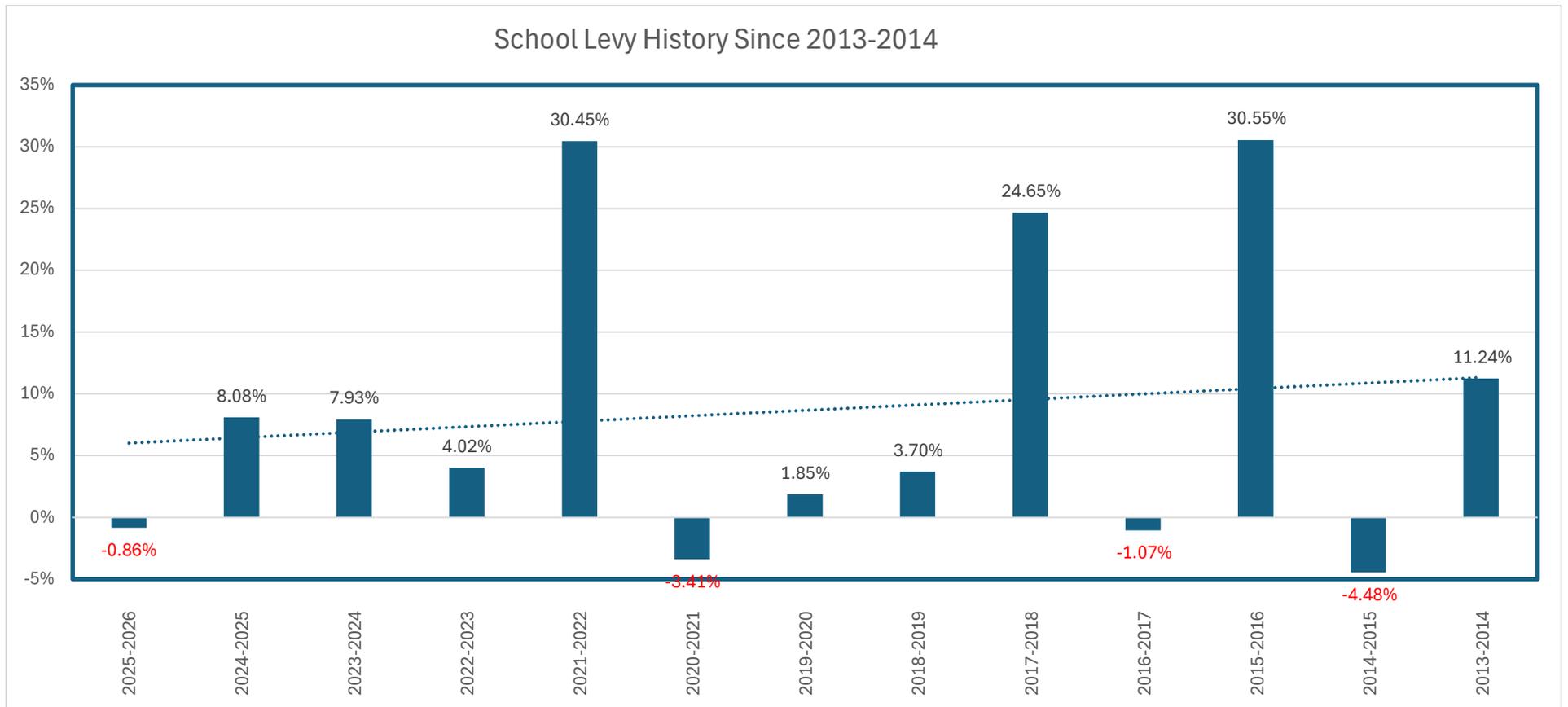
**GOAL STATUS: GOAL WAS NOT MET FOR 2024-2025; THREE-YEAR GOAL.**

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## 2025-2026 Official MEMO Seniority List | Approved by the School Board on 10-22-25

| Date of Employment    | Name                | FTE          | Education Level | License  | Tier   | Tenure Probationary |
|-----------------------|---------------------|--------------|-----------------|--|--------|---------------------|
| 08/27/91              | Louwagie, Heidi     | 1.00         | BS+45           | Phy Ed K-12, Math 7-12   | Tier 4 | Tenure              |
| 08/27/91              | Voit, John          | 1.00         | BS              | Elem Ed 1-6, Band K-12, Classroom Music 5-12   | Tier 4 | Tenure              |
| 10/15/91              | Buysse, Susan       | 1.00         | MA              | Elem ED K-6, Coach 7-12  | Tier 4 | Tenure              |
| 08/29/95              | Gillingham, Diane   | 1.00         | MA              | Elem K-6, Coach 7-12   | Tier 4 | Tenure              |
| 08/29/95              | Johnston, Chad      | 1.00         | BA              | Health K-12, Phy Ed K-12, Coach 7-12   | Tier 4 | Tenure              |
| 08/25/97              | Guza, Stephanie     | 0.64         | MA              | Elem K-6, ESL K-12   | Tier 4 | Tenure              |
| 08/31/98              | Larson, Keven       | 1.00         | BA              | Elem Ed 1-6  | Tier 4 | Tenure              |
| 08/31/98              | Webskowsky, Heather | 1.00         | MA              | Elem Ed K-6, Reading K-12  | Tier 4 | Tenure              |
| 08/29/00              | Stassen, Sarah      | 1.00         | BS              | Elem Ed 1-6  | Tier 4 | Tenure              |
| 08/28/01              | Bot, LeaAnne        | 1.00         | MS              | Home Economics 7-12; 5-12 Family and Consumer Sciences   | Tier 4 | Tenure              |
| 08/26/03              | Thompson, Hollie    | 1.00         | BS+45           | Elem Ed K-6, Pre K, ECSE Birth-Age 6   | Tier 4 | Tenure              |
| 08/28/05              | Schultze, Sherri    | 1.00         | BS +15          | Elem Ed K-6, ECE B-Grade 3   | Tier 4 | Tenure              |
| 09/12/08              | Hennen, Emily       | 1.00         | BA              | Phy Ed K-12, DAPE Pre K-12   | Tier 4 | Tenure              |
| 09/01/09              | Clausen, Darren     | 1.00         | MA              | Chemistry 9-12, Physics 9-12   | Tier 4 | Tenure              |
| 08/23/10              | Rosa, Jessica       | 1.00         | BA+15           | Social Studies - All 5-12  | Tier 4 | Tenure              |
| 08/23/10              | Williams, Kent      | 1.00         | MA              | Science 5-8, Life Sciences 9-12  | Tier 4 | Tenure              |
| 08/15/12              | Gades, Kim          | 1.00         | BA              | Elem Ed K-6, Pre-Primary Age 3-K, ECE B-Grade 3  | Tier 4 | Tenure              |
| 08/14/13              | Dalager, Karen      | 1.00         | BA+15           | Early Childhood Ed B-Grade 3   | Tier 4 | Tenure              |
| 09/30/13              | Schumacher, Kristy  | 1.00         | BA              | Elem Ed K-6, Social Studies -All- 5-8  | Tier 4 | Tenure              |
| 08/13/14              | Boerboom, Sara      | 1.00         | MA              | Learning Disabilities K-12   | Tier 4 | Tenure              |
| 08/13/14              | Buysse, Kaley       | 1.00         | MA              | Elem Ed 1-6  | Tier 4 | Tenure              |
| 08/13/14              | Panka, Alan         | 1.00         | MA              | Math 7-12  | Tier 4 | Tenure              |
| 08/13/14              | Van Keulen, Cindy   | 1.00         | MA              | Learning Disabilities K-12, Autism Spectrum Disorders B-12   | Tier 4 | Tenure              |
| 08/16/17              | Buysse, Matthew     | 1.00         | MA              | Agricultural Education 5-12  | Tier 3 | Tenure              |
| 08/16/18              | Myhre, Teresa       | 0.53         | BA              | Spanish K-8, Middle School, 7-12   | Tier 4 | Tenure              |
| 08/13/19              | Coequyt, Emily      | 0.19         | MA              | 5-12 Health Education  | Tier 2 | Probationary        |
| 08/13/19              | Moriarty, David     | 1.00         | DM              | 5-12 Business; 9-12 Teacher Coordinator Work Based Learning  | Tier 4 | Tenure              |
| 08/13/19              | Werner, Angela      | 1.00         | MA              | K-12 School Counselor  | Tier 4 | Tenure              |
| 08/16/21              | Bot, Carolyn        | 1.00         | BA              | Learning Disabilities; Emotional Behavior Disorders; Developmental Disabilities; Academic and Behavioral Strategist k-12 | Tier 4 | Tenure              |
| 08/16/21              | Citterman, Emily    | 0.36         | BA              | Mathematics 5-8; Elementary Education k-6  | Tier 4 | Tenure              |
| 08/16/21              | Jeppesen, Bryce     | 1.00         | BA              | Social Studies 5-12  | Tier 4 | Tenure              |
| 08/16/21              | Johnson, Tiffany    | 1.00         | MA              | School Social Worker Pre K-12  | Tier 4 | Tenure              |
| 08/16/21              | Niska, Taylor       | 1.00         | BA              | Elementary Education K-6; Academic and Behavioral Strategist k-12  | Tier 4 | Tenure              |
| 08/14/23              | Josephson, Jared    | 1.00         | MA              | Elementary Education K-6   | Tier 3 | Tenure              |
| 08/14/23              | Waterius, Erin      | 1.00         | MA              | Social Studies 5-8; ESL K-12; Elementary Education K-6   | Tier 4 | Tenure              |
| 08/12/24              | Bradley, Jessica    | 1.00         | BS              | Early Childhood Education B-Grade 3  | Tier 4 | Tenure              |
| 08/12/24              | Johnston, Nicolle   | 1.00         | MA              | Principal K-12; Emotional Behavior Disorders K-12; Learning Disabilities K-12; K-12 Director of Special Education        | Tier 4 | Tenure              |
| 08/12/24              | Damm, Larissa       | 1.00         | BA              | Elementary Education K-6   | Tier 4 | Probationary        |
| 08/12/24              | Domeier, Shelby     | 1.00         | BA              | K-12 Academic and Behavioral Strategist  | Tier 3 | Probationary        |
| 08/12/24              | Knutson, Jay        | 1.00         | BA              | Music K-12   | Tier 3 | Probationary        |
| 07/01/25              | Larson, Lindsey     | 1.00         | MA+30           | Science 5-8, Life Sciences 9-12  | Tier 4 | Probationary        |
| 08/11/25              | Condelli, Jolene    | 1.00         | BA              | Physical Education K-12; Health 5-12; DAPE PreK-12   | Tier 3 | Probationary        |
| 08/11/25              | Damm, Lucas         | 1.00         | BA+45           | Physical Education K-12; Health 5-12; DAPE PreK-12; Driver and Traffic Safety 9-12                                       | Tier 4 | Probationary        |
| 08/11/25              | Noyes, Mary         | 1.00         | BA              | 7-12 English/Language Arts   | Tier 4 | Probationary        |
| 08/11/25              | Reis, Thalia        | 1.00         | BA              | Visual Arts K-12   | Tier 4 | Probationary        |
| 08/11/25              | Buysse, Michelle    | 1.00         | BA              | School Social Worker Pre K-12  | Tier 4 | Probationary        |
| 08/11/25              | Skillings, Joel     | 0.68         | BS+30           | Phy Ed K-12, Health K-12, Coach 7-12   | Tier 4 | Probationary        |
| <b>FTE Equivalent</b> |                     | <b>44.40</b> |                 |  |        |                     |

| FUND                    | 2024 PAY 2025<br>LIMITATION | 2025 PAY 2026<br>LIMITATION | INCREASE<br>(DECREASE) | PERCENT<br>CHANGE |
|-------------------------|-----------------------------|-----------------------------|------------------------|-------------------|
| GENERAL                 | \$ 1,104,514.47             | \$ 1,086,718.13             | \$ (17,796.34)         | -1.61%            |
| COMMUNITY<br>SERVICE    | \$ 42,654.45                | \$ 39,486.34                | \$ (3,168.11)          | -7.43%            |
| GENERAL DEBT<br>SERVICE | \$ 1,468,870.09             | \$ 1,467,440.12             | \$ (1,429.97)          | -0.10%            |
| <b>TOTAL</b>            | <b>\$ 2,616,039.01</b>      | <b>\$ 2,593,644.59</b>      | <b>\$ (22,394.42)</b>  | <b>-0.86%</b>     |





# Minneota Public School District Policy 102

Adopted: March 18, 2010

Revised: AugustOctober 20254

## **102 EQUAL EDUCATIONAL OPPORTUNITY**

### **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

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

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not discriminate on the basis of one or more of the following: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identify and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute a violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes

of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian who has a question regarding this policy should discuss it with the appropriate school district official as provided by the policy. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Nicolle Johnston, Elementary Principal/Section 504 Coordinator:  
[nicolle.johnston@minneotaschools.org](mailto:nicolle.johnston@minneotaschools.org)

~~Lindsey Larson~~ Heather Anderson, High School Principal/Title IX Coordinator:  
~~[lindsey.larson@minneotaschools.org](mailto:lindsey.larson@minneotaschools.org)~~ [heather.anderson@minneotaschools.org](mailto:heather.anderson@minneotaschools.org)

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedures and Process)



# Minneota Public School District Policy 401

Adopted: March 2010

Revised: JuneOctober 20254

## **401 EQUAL EMPLOYMENT OPPORTUNITY**

### **I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

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

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Superintendent.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)  
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

***Cross References:*** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 405 (Veteran’s Preference)  
MSBA/MASA Model Policy 413 (Harassment and Violence)



# Minneota Public School District Policy 402

Adopted: March 2001

Revised: JuneOctober 20254

## **402 DISABILITY NONDISCRIMINATION POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

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

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact:

Nicolle Johnston, Elementary Principal and 504 Coordinator  
507-872-6122. ext. 1160  
[nicolle.johnston@minneotaschools.org](mailto:nicolle.johnston@minneotaschools.org)  
Minneota Public Schools, ISD 414 504  
North Monroe Street  
Minneota, MN 56264

This individual is the school district's appointed ADA/Section 504 coordinator.

***Legal References:*** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C., § 12101 (Americans with Disabilities Act)  
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in  
Programs or Activities Receiving Federal Financial Assistance)  
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in  
Programs or Activities Receiving Federal Financial Assistance)

***Cross References:*** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)



# Minneota Public School District Policy 505

Adopted: August 2010

Revised: FebruaryOctober 20254

## **505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

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

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place, and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

### **III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.
- C. "Material and substantial disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including school athletic

events, school plays and concerts, and lunch periods), “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

D. “Minor” means any person under the age of eighteen (18).

B.E. “Nonschool-sponsored material” or “unofficial material” includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers, whether written by students or employees or others and tangible objects.

C.F. “Obscene to minors” means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

~~D. “Minor” means any person under the age of eighteen (18).~~

~~E. “Material and substantial disruption” of a normal school activity means:~~

- ~~1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.~~
- ~~2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods), “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in,~~

~~stand-in, walk-out, or other related forms of activity.~~

~~In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.~~

~~F.G.~~ “School activities” means any activity sponsored by the school, including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and other theatrical productions, and in-school lunch periods.

~~G.~~ “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by administration on a case-by-case basis. However, the distribution of the materials listed below is always prohibited. Material is prohibited that:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  - 4. advertises or promotes any product or service not permitted to minors by law;
  - 5. advocates violence or other illegal conduct;
  - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or a person’s race, religious, or ethnic origin);
  - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- C. Distribution by students and employees of nonschool-sponsored materials on school district property is subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
  - 1. whether the material is educationally related;
  - 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  - 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  - 4. the quantity or size of materials to be distributed;
  - 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
  - 6. whether distribution would require that nonschool persons be present on the school grounds;
  - 7. whether the materials are a solicitation for goods or services not requested by the recipients.

**V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

**VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  - 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.
  3. The location where the material will be distributed.
  4. If the material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
  - C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
  - D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
  - E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted, and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted, and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be referenced in student handbooks and posted in school buildings.

## IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

- Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260(1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675 (1986)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503 (1969)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)
- Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MSBA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



# Minneota Public School District Policy 508

Adopted: August 2010

Revised: MarchOctober 20254

## **508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

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

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
  2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
  3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;

2. Observations of the student’s tendency to regress over extended breaks in instruction during the school year; and
3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student’s progress and maintenance of skills during the regular school year.
2. The student’s degree of impairment.
3. The student’s rate of progress.
4. The student’s behavioral or physical problems.
5. The availability of alternative resources.
6. The student’s ability and need to interact with nondisabled peers.
7. The areas of the student’s curriculum which need continuous attention.
8. The student’s vocational needs.

E. No Unilateral Decisions.

In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District.

A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

**Legal References:** Minn. Stat. § 125A.14 (Extended School Year)  
Minn. Rules Part 3525.0755  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

**Cross References:** None



# Minneota Public School District Policy 510

Adopted: March 2001

Revised: MarchOctober 20254

## **510 SCHOOL ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

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

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relation to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

### **III. RESPONSIBILITY**

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school-sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline, and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

***Legal References:*** Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

***Cross References:*** MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)



# Minneota Public School District Policy 521

Adopted: March 18, 2010

Revised: AugustOctober 20254

## **521 STUDENT DISABILITY NONDISCRIMINATION**

### **I. PURPOSE**

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

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

- A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having such an impairment; or
  - 4. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### III. COORDINATOR

Persons who have questions or comments should contact:

Nicolle Johnston, Elementary Principal and 504 Coordinator

507.872.6175, ext. 1160

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

Minneota Public Schools, ISD 414

504 North Monroe Street

Minneota, MN 56264

This person is the school district's Americans with Disabilities Act/Section 504 coordinator.

Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

**Legal References:** Minn. Stat. § 363A.03, Subd. 12 (Definitions)  
42 U.S.C Ch. 126 (Equal Opportunity for Individuals with Disabilities)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 414 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because \_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person you believe discriminated against you or another person: \_\_\_\_\_

If the alleged discrimination was toward another person, identify that person: \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary):

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

Location of the incident(s): \_\_\_\_\_

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

List any witnesses that were present: \_\_\_\_\_

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

This complaint is filed based on my honest belief that \_\_\_\_\_ has discriminated against me or another person based on a disability. 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 602

Adopted: February 23, 2012

Revised: ~~July~~October 2025

### **602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

#### **I. PURPOSE**

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

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

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

#### **III. CALENDAR RESPONSIBILITY**

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
  - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
  - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
  - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.

- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

#### **IV. SCHOOL DAY RESPONSIBILITY**

- A. The Superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

#### **V. ~~V.~~ E-LEARNING DAYS**

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-

learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

- Legal References:*** Minn. Stat. § 10.55 (Juneteenth)  
Minn. Stat. § 120A.40 (School Calendar)  
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.414 (E-Learning Days)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)  
Minn. Stat. § 645.44 (Words and Phrases Defined)
- Cross References:*** MSBA/MASA Model Policy 425 (Staff Development)

**NEW**

**BUSINESS**



To develop and implement the comprehensive facilities improvement program in a timely and logical manner, a two-phase approach will be used:

**Phase I – Assessment & Evaluation**

Detailed analysis of both short- and long-term capital, maintenance, and educational adequacy needs are analyzed. Potential solutions, including funding options, are developed. Multiple plans are considered in collaboration with District stakeholders, and the Board decides which options to pursue, if any.

**Phase II – Implementation**

Once the Plan is approved by the Board of Education and funded, detailed designs are completed and, utilizing a fully transparent project management process, construction work is competitively bid, and trade contractors are professionally managed by Nexus. Implementation may occur over several years as funding becomes available.

This Agreement defines the obligations of both parties during Phase I. Upon completion of Phase I, the Parties understand and agree that for Phase II, the District shall issue separate contracts to Nexus for all professional services required to implement this work. These services include, but are not limited to planning, design, construction management, and commissioning. To deliver these services, Nexus may self-perform the work or may utilize the services of sub-consultants.

The costs associated with Phase I will be rolled into the total cost of the Phase II. The District retains the right to proceed with all, some or none of the recommended Phase II work, in its sole discretion. If the District does not proceed with Phase II Work, then the District is not obligated to execute any additional contract documents with Nexus for Phase II Work. In return, the District agrees that it shall not proceed with Phase II Work **that requires professional services** with any company other than Nexus.

The District expressly waives its right to terminate this Agreement or subsequent Phase II contracts for convenience or without cause. However, this Agreement may be terminated by either Party upon not less than 14 days written notice should the other party fail to substantially perform in accordance with the terms of the Agreement through no fault of the Party initiating the termination. Furthermore, the terms and conditions attached to this document are incorporated into this proposal by reference.

This Agreement shall expire three years (36 months) after Nexus receives authorization to proceed with the Phase II work. This Agreement may be extended beyond the original four-year term upon the agreement of both Parties. To accept this proposal and authorize Nexus to proceed, please sign where indicated below. This proposal is valid for thirty (30) days.

**Minneota Public School District**

**Nexus Solutions, LLC**

*Signature* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Name* Scott Monson

*Name* Michael J. David

*Title* Superintendent

*Title* President

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

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

TERMS AND CONDITIONS

By accepting this proposal, the District agrees to be bound by the following terms and conditions:

1. **EXPENSE ANALYSIS.** The District agrees to provide Nexus with utility (electricity, natural gas, propane, fuel oil, water, and sewer) and operational expense records as requested without charge. The District shall not back charge Nexus for any costs or expenses without Nexus' written consent.
2. **HAZARDOUS MATERIALS.** Unless specifically noted in the statement of the scope of work or services undertaken by Nexus under this agreement, Nexus' obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the District to change, modify, or alter the scope of work or services to be performed by Nexus shall not operate to compel Nexus to perform any work relating to Hazards without Nexus' express written consent.
3. **INDEMNITY.** To the extent allowed under Minnesota Law, the Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorney's fees, to the extent caused, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the indemnifying Party.
4. **LIABILITY.** Nexus shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
5. **INSURANCE.** Insurance coverage in excess of Nexus' standard limits will be furnished when requested and required. If the District requests insurance coverage in excess of Nexus' standard limits, the District agrees to pay and reimburse Nexus for the premiums paid for the excess coverage. No credit will be given or premium paid by Nexus for insurance afforded by others.
6. **COMPLIANCE WITH LAWS.** Nexus shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the District.
7. **DELAYS.** Nexus shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Nexus' control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the District, Owner, or other Contractors or delays caused by suppliers or subcontracts of Nexus, etc.
8. **INVOICING & PAYMENTS.** The District agrees to pay Nexus within 30 days of receiving an invoice from Nexus. If Nexus' invoice is not paid within 30 days of its issuance, it is delinquent.
9. **OWNERSHIP OF DOCUMENTS.** The plans, reports, documents, and other work product prepared by Nexus ("Work Product") during Phase I are Nexus' instruments of service and shall remain the sole and exclusive property of Nexus. Nexus shall retain all common law, statutory and other reserved rights, including copyright. Nexus specifically retains all right to use, reproduce, and make derivative works from the Work Product and the District shall not copy, share, sell or distribute the Work Product to any third party without Nexus' consent.
10. **ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
11. **CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon Nexus unless accepted by Nexus in writing.

# Request for Proposals

## Managed Print Services

### MINNEOTA PUBLIC SCHOOLS

**October 14, 2025**

Proposals Due: Thursday, December 11, 2025 no later than 3:00 PM CST to the following address.

**Issuing Contact**

Scott Monson, Superintendent  
Minneota Public Schools  
504 N. Monroe St.  
Minneota, MN 56264  
[scott.monson@minneotaschools.org](mailto:scott.monson@minneotaschools.org)  
507-872-6532

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# 1 OVERVIEW

Minneota Public Schools (the “District”) invites qualified vendors to submit proposals for providing Managed Print Services (MPS). The intent of this RFP is to establish a contract for a comprehensive managed print solution that includes equipment leasing or acquisition, ongoing maintenance, supplies, service, monitoring, and support to improve efficiency, reduce costs, and enhance service quality.

Minneota Public Schools serves approximately 600 students across elementary and secondary grade levels with a dedicated staff of over 100 employees. The District is seeking an MPS provider capable of supporting multiple locations, offering prompt and reliable service, and implementing technology to monitor and manage devices proactively.

Only vendors responding with complete solutions that are submitted on time will be accepted. It is the vendor’s sole responsibility to make sure that your response is complete and delivered on-time to the Minneota School District. The Minneota School District reserves the exclusive right to reject all bids as well as the right to accept the best-fit overall solution that is the most cost-effective for the school district. This RFP for Managed Print Services includes the complete management and lifecycle maintenance and replacement of all printers and copiers within the school district.

## 1.1 Timeline

|                   |   |
|-------------------|---|
| October 23, 2025  | RFP Release Date  |
| December 4, 2025  | Final Possible Date for Vendor Walk-throughs                              |
| December 4, 2025  | Final Date for Written Vendor Questions                                   |
| December 11, 2025 | 3:00 PM CST – RFP Proposals Due to the School District                    |
| December 17, 2025 | Approval at School Board Meeting  |
| July 1, 2026      | Commencement Date of Managed Print Solution for District Printers         |
| July 1, 2026      | Earliest Possible Date for installation of Managed Print Solution Copiers |
| July 19, 2026     | Latest Possible Date of installation of Managed Print Solution Copiers    |

## 1.2 Purpose

Minneota Public School located in Minneota, Minnesota is issuing this RFP to continue its managed print solution that can provide the features and functions described herein. The school district is seeking a solution from a single vendor that will provide all equipment, supplies and maintenance to fully support its printing and copying environment. The managed print solution must be a cost per-imprint solution which covers all costs for supplies (including staples), apart from paper, and covers all routine maintenance and repairs to the printers and copiers used as a part of this system.

## 1.3 Current Architecture

The school district currently has 31 Printers and 4 Copiers.

## 1.4 Issuing Contact

All questions regarding this RFP and RFP responses should be directed to the Issuing Contact.

Issuing Contact: Scott Monson, Superintendent  
Minneota Public Schools  
504 N. Monroe St.  
Minneota, MN 56264  
Phone: 507-872-6532  
Email: [scott.monson@minneotaschools.org](mailto:scott.monson@minneotaschools.org)

## **1.5 Vendor Walk-through**

Vendor walk-throughs may be arranged by contacting the issuing contact. A walk-through is not required by the district but offered at the discretion of vendors. Walk-throughs must be scheduled and completed by the date indicated in section 1.1, any requests for walk-throughs after the required date will not be allowed.

## **1.6 Vendor Response**

Vendor responses are to be delivered no later than 3:00 PM CST on Thursday, December 11, 2025 to the issuing contact in print or electronically by Email. Faxed responses will not be accepted. Vendor responses received after 3:00 PM on Thursday, December 11, 2025 will be rejected and will not be considered.

## **1.7 Contrary to Law**

All aspects of this project will be governed by applicable federal, state, and local laws, rules, and regulations. The Vendor will be responsible for complying with all such laws, rules, and regulations without any additional cost to the District, except as explicitly set forth in the proposal. If any aspect of this RFP is contrary to any such laws, then such laws will prevail over this RFP, and such finding shall not incur any cost or liability to the District.

## **1.8 Certification**

By submission of this proposal, the Vendor certifies:

- That, the Vendor has not paid, nor agreed to pay, any person associated with the school district, a fee or brokerage resulting from the award of this contract.
- That, the fees quoted in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other firm.
- That, if awarded a contract, the Vendor agrees not to discriminate against any employee or applicant for employment.
- That, the Vendor is duly licensed for the class or work on this proposal and will complete with all applicable legal provisions as set forth in federal, state, and local laws, to include all rules and regulations, and understands these provisions are part of any contract awarded.

## **1.9 Proposals**

All proposals must be submitted in accordance with the requirements of this RFP.

- Vendor will assume responsibility for delivery on time at the specified place, whether sent by mail or delivered in person. Telephone, telegraphed, or proposals sent via facsimile are not acceptable.
- The submission of a proposal will indicate the Vendor has read this Request for Proposal and that the Vendor understands the requirements and can supply the products and/or services specified.
- No alterations, erasures or additions are to be made in the typewritten or printed matter unless initialed in ink.
- All information required by the proposal, except the signature, shall be typewritten and must be legible. Signature(s) must be handwritten. Illegible or vague proposals will be rejected. Proposals not properly signed will be considered non-responsive.

- No oral interpretation will be given on any part of proposal documents. Such interpretation shall be issued in the form of a written addendum to all interested Vendors of record and shall become a part of the Contract Documents.
- The District will assume no responsibility for costs incurred in the preparation or submission of responses to this proposal. All information, copies of proposals, and any back-up or other related materials submitted in response to this Request for Proposal shall become the property of the District and will not be returned.
- All proposals and other materials submitted in response to this RFP procurement process become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials shall be open for review by the public. By submitting a proposal, the Proposer acknowledges and accepts that the full contents of the proposal and associated documents shall become open to public inspection.

## **1.10 Awards**

- The District may award a contract to the Vendor whose proposal is determined, in writing, to be most advantageous to the District.
- The District reserves the right to make awards any time within sixty (60) days after the date of the opening, during which period proposals may not be withdrawn unless authorized by the District.
- The District reserves the right to reject any or all proposals or any part thereof, or to accept any proposals or any part thereof, or to waive any informalities when deemed to be in the best interest of the District.

## **1.11 Contract**

The issuance of a formal contract or a purchase order to the successful Vendor will be considered sufficient notice of acceptance of contract. The contract shall bind the Vendor to furnish and deliver goods or services at the prices, and in accordance with, the conditions of this proposal except as otherwise designated. If the Vendor will require the District to sign an additional contract, then a copy of the contract MUST be included with the proposal.

### **1.11.1 Contract Terms**

The District anticipates entering into a contract for an initial term of four (4) years with the option to renew for up to two (2) additional one-year terms. The District reserves the right to negotiate terms and conditions prior to contract execution.

### **1.11.2 Non-Performance**

Non-performance of contract will give sufficient cause for the District to cancel the contract. Non-performance shall be construed to include, but is not restricted to, failure of Vendor to deliver in the time specified, or in the manner required.

### **1.11.3 Termination for Convenience**

The District reserves the right to terminate any resulting order or contract upon thirty (30) days written notice. Unless otherwise prohibited by state law, the District will be responsible only for those items and services that have been delivered and accepted.

#### **1.11.4 Proposed Prices Are Final**

Proposals listing pricing or fees will be considered firm for the duration of the contract. No allowance will be made for price increases after award of contract by the District unless approved by the district in writing through a contract amendment.

### **1.12 Delivery and Installation**

Because the District is providing services which involve the education, health, safety and welfare of students, delivery/completion time is of the essence. The contract must be completed in accordance with the completion time promised by the Vendor. Decisions by the District as to reasonable compliance with contract completion terms shall be final.

If the specifications in this Request call for the installation of equipment, the following shall apply to any contract issued as a result of the RFP:

- The Vendor will take all necessary precautions for the safety of students, school employees, and the public, and comply with all applicable Federal, State and Local laws.
- Equipment, supplies, and materials may be temporarily stored at the site ONLY ON APPROVAL OF THE DISTRICT, and at the Vendor's convenience and risk. Unless otherwise provided for in the contract or proposal documents, no liability will be assumed, or payment made by the District on project materials, until the entire project is completed and approved by the District.

### **1.13 Financial Requirements**

#### **1.13.1 Configuration and Pricing**

The Vendor shall provide all pricing information to include a firm, fixed cash price for this service. All pricing must be based on a pay per imprint (pay per click) model. Proposals with up-front costs and minimum payments will not be acceptable.

Pricing for the solution must be inclusive of the replacement and maintenance of consumable supplies utilized by the equipment provided, including, but not limited to:

- Toner and ink
- Fusers
- Transfer rollers
- Staples

The Vendor may provide the District with consumable supplies to have on-hand and ask that District staff replace the consumables where feasible.

#### **1.13.2 Payment Schedule**

The Vendor will provide a monthly invoice to the district that details the color and monochrome imprints processed during the billing cycle for each managed device. The billing must also provide the beginning and ending copy counts for monochrome and color imprints on each device.

#### **1.13.3 Payment Conditions**

- Vendors may request a contract security deposit or pre-payment of up to 1 month's estimated monthly costs only. The security deposit or pre-payment must be applied as a credit towards the final billing of the contract term should the service be non-renewed.
- The first billing for managed print service on printers & copiers within the district will be in July 2026.
- Invoices must be net 30 days, or greater to allow for bill approval at monthly board meetings that take place at the end of the month.

## 1.14 Evaluation Criteria

Representatives of the District will evaluate the proposals and rank them from the one most likely to the one least likely to meet the needs of the District and satisfy the requirements of the RFP. The District may call for interviews and/or presentations to clarify information received in the proposal. In addition to interviews and/or presentations, the District reserves the option to enter into discussions on pricing and/or other portions of the proposal.

Evaluation of the proposal will be based upon criteria such as the following:

- Completeness and clarity of the proposal
- Vendor qualifications and experience
- Service capabilities and response times
- Equipment quality and technology offered
- Total cost of ownership
- Implementation plan and support structure
- References from similar clients

## 1.15 Terms and Conditions

- Any document submitted after the due date will be rejected by District, unless in response to questions or requests submitted to the vendor by the District.
- Costs for developing proposal documents are the responsibility of the manufacturer/supplier and shall not be chargeable in any manner to the District.
- The Vendor shall, upon completion of the work, remove from the District's premises all rubbish and refuse created by its work, and shall leave said premises in as clean and finished condition as existed prior to the Vendor's performance under any contract.
- The Vendor shall be liable and responsible for any building repairs required by reason of Vendor's work and caused by negligence of Vendor's employees. Repairs of any kind required will be made and charged to Vendor. Vendor shall take the necessary precautions to protect the building areas adjacent to Vendor's work.
- Every Sub-contractor shall be bound by the applicable terms and provisions of any contract. Nothing contained herein shall create any contractual relationship between any Sub-contractor and the District.
- Authorized representatives of District shall have access to the management interface of all equipment put in place within the district to allow re-configuration of network and user-management utilities.
- No section of this RFP is to be considered stand alone.
- All proposed solutions must be fully integrated. The Vendor will guarantee full interoperability and functionality where products from more than one vendor are proposed.

## 1.16 Insurance

Vendor will provide and maintain insurance of the following types and limits of liability Workers' Compensation, which will apply to all persons employed by Vendor, and which will conform to the statutory requirements of each state in which Vendor performs work. Comprehensive General Liability, with a combined single limit of liability of \$1,000,000 for bodily injury and property damage for each occurrence; and Business Automobile Liability, covering all owned, non-owned and hired automobiles of Vendor with a combined single limit of \$1,000,000 for bodily injury and property damage for each accident.

### **1.17 Project Staff**

The Vendor shall specify the management structure for this project. State the name of the Project Manager and all key personnel who will be assigned to provide technical support. Also, include a brief resume or summary of the qualifications of each.

If, in the opinion of the District, the Project Manager or key technical personnel do not possess or demonstrate adequate qualifications to manage the project, the District reserves the right to require the Vendor to assign personnel who, in the judgment of the District, possess the skills necessary to complete this project.

### **1.18 Vendor**

The Vendor shall be fully capable and experienced in the information transport systems specified. The Vendor and/or all Sub-vendors engaged in this installation shall have experience in the business of Managed Print Systems of not less than two (2) years and shall have successfully completed a minimum of five (5) projects of similar size and complexity. They shall be fully capable and experienced in the information transport systems specified and shall provide at minimum five (5) reference accounts of similar work (both in scope and design) having been successfully completed by the Vendor and their Subcontractor(s) within the last two (2) years. Client reference information shall include, but not be limited to, the following items:

- Company Name and Address
- Contact Name, Title, and Telephone Number
- Installation Start-up, Completion & Acceptance Dates
- Brief Description of Project

### **1.19 Quality Assurance**

Products shall be produced by manufacturers and fabricators regularly engaged in the manufacture of similar items and with a history of successful production acceptable to the District.

Vendor shall use an adequate number of skilled workers to meet the required completion date. These skilled workers shall be thoroughly trained and experienced in the necessary skills and completely familiar with the specified requirements and the methods needed for proper performance of this work.

Manufacturer's equipment and materials shall conform to all quality assurance and testing requirements for the UL (or equivalent) recognizing/listing agency for all equipment and materials supplied.

All workmanship by the Vendor shall be of the highest quality. The Vendor shall clean and organize work areas daily. The Vendor shall be responsible for maintaining cleanliness in all work areas so as to not adversely affect other trades, vendors, subcontractors, suppliers, or District in the timely installation of equipment and/or implementation and completion of concurrent responsibilities. The Vendor shall also be responsible for protecting any and all equipment and materials from damage during Vendor's installation process. Any equipment, material and/or facilities damaged by the Vendor during, or due to, or in the performance of Vendor's contract, shall be replaced or repaired at the expense of the Vendor as directed by District.

## **1.20 Documentation**

The Vendor shall provide a comprehensive operations, maintenance, and repair manual, complete to the extent as would be available in the Vendor's factory or certified repair shop. Scope of manual shall be subject to District approval. The manual shall include product data, part lists, diagrams, contractual agreements (including maintenance agreements), approved shop drawings, and other information required by the District for its use and reference.

## **1.21 Submittals**

Complete description and product data for all major and minor equipment (elements) proposed for this project shall be submitted with the base proposal.

## **1.22 Product**

Design and Workmanship shall be in accordance with the requirements of the contract and subject to acceptance by District. Components shall be of the latest type and design, manufactured for the intended use, and shall be laid out and installed so as to afford easy routine maintenance such as clearing paper jams, replacing toner, staples and emptying hole-punch and other waste receptacles in the equipment.

All products shall be bid as specified, unless otherwise authorized, in writing, by the District.

## **1.23 Electrical Service**

Vendor shall review facilities and Contract Documents to determine if present and planned electrical service in classrooms and other rooms is sufficient for the equipment proposal in this RFP. Any electrical system upgrades required to power vendor proposed equipment must be explicitly noted so that the district may take electrical system upgrades into account when determining the overall price of each proposed solution.

If vendor proposed equipment requires an electrical system upgrade not explicitly outlined in the submitted proposal, and the proposal is selected by the district. All electrical system upgrades necessary to operate the equipment proposed will be completed at the cost of the vendor and be performed in full compliance with Minnesota Electrical Code.

### **1.23.1 Code Compliance**

All installations must be performed in a neat and workman-like manner and comply with all local requirements. Vendors shall be solely responsible for fully correcting any installations that are found to not meet documented local, state, and federal codes. Vendors whose proposals will require cable installation, or any other low-voltage or communications system wiring must be in compliance and licensed to do such work by the Minnesota Department of Labor and Industry. The vendor is solely responsible for fully understanding and complying with these requirements.

## **1.24 Intent to Purchase**

The intent of the District is to NOT purchase any equipment associated with vendor proposals. The District intends to solely purchase the awarded proposal as a service which will provide all equipment, service, maintenance and supplies necessary to fulfill the requirements of this RFP with the exception of paper and utility power (section 1.23 requirements must be met)

### **1.24.1 Turn Key Solution**

A single vendor relationship is being sought for this purchase. The solution proposed is to be turn-key by a single vendor.

### **1.24.2 District Personnel**

District or District's directly contracted personnel will be leveraged for Local Area and Wide Area Network configurations within the school district. Vendors should include in their proposal response the duties during the installation of the managed print system that will be the responsibility of the school district personnel.

## **2 PROJECT REQUIREMENTS**

### **2.1 Physical Addresses**

The Physical Addresses of the Minneota Public School Buildings are as follows:

504 N. Monroe St., Minneota, MN 56264

### **2.2 Term of Agreement**

The term of the agreement shall be for an initial term of four (4) years with the option to renew for up to two (2) additional one-year terms. The prices provided by vendor in response to this RFP must be consistent rates based solely on color and monochrome imprints made by managed print service equipment for the entire term of the contract. Automatic price increases will not be allowed from the provider at any time during the contract term.

Contract term shall under no condition auto-renew without express mutual, written agreement by both the district and vendor.

- Contract shall include no automatic price increases during the term of the agreement.
- The contract may be amended and the term of the agreement extended should changes need to be made to the managed print service that change the agreement end date, pricing of the agreement, or service quality changes. Amendments shall not extend the agreement beyond the period allowed by the 5, 1 year contract extensions.
- The contract for Copier, Printer and MFP Equipment shall commence on July 1, 2026 and expire on June 30, 2030.

### **2.3 Pricing Proposal**

The vendor must define a price per imprint in color and monochrome. The vendor must also explicitly state any variables that may result in the price per imprint deviating from the stated value. The price per page must cover all costs associated with the managed print system that meets the required specifications of this RFP.

The District will NOT accept proposals including the following pricing factors:

- Minimum imprints per period of time on a device or total
- Overage Charges for exceeding a number of imprints on a device or total
- Surcharges for maintenance and repairs related to parts, equipment, mileage, fuel, or time

### **2.4 District-Wide Solution**

The Proposed solution must be a district-wide solution that can be centrally managed from a single interface by school district personnel. The printing capabilities of all equipment must meet the following requirements:

#### **2.4.1 Network Capable**

All equipment must interface to the district's Local Area Network (LAN) via RJ-45 Copper Ethernet connectors and must be capable of auto-negotiating to 100 Mbps or 1 Gbps.

#### **2.4.2 Print Server Setup**

The district operates a Print Server which all vendor supplied equipment must be setup on. All equipment will be managed through a Windows Server 2019 and above Print Server and driver support must be available for the following Operating System from the Print Server:

- Microsoft Windows 11

#### **2.4.3 Print Usage Monitoring Software Solution**

The proposal must include a solution to monitor and track print usage on all provided equipment by users in the school district. The software will be used by the district to track individual printing and copying activity by user.

The Print Usage monitoring solution should be network based and installed on the school district's servers and integrate with the active directory environment. The system must integrate with all managed print devices included in your proposal (printers, MFP's, and copiers) and must be capable of tracking both imprints per individual and an associated cost assessed to the user's account for color and monochrome printing.

Copier and MFP usage that results in a chargeable imprint from the vendor must be tracked by end-user in the Print Usage Monitoring Software Solution.

Vendor must identify the software solution being proposed.

All costs associated with the purchase, maintenance, and any add-on licensing necessary for the Vendor proposed Print Usage Monitoring Software Solution must be included in the Vendor proposal as a part of the cost per imprint.

##### **2.4.3.1 End User Interaction: Print Usage Monitoring Software Solution**

Vendor must detail how their proposed solution's equipment will interact with the Print Usage Monitoring Software.

The end-user experience must also be detailed, what steps the end-user will need to take in order to make a copy, scan, fax, or print to the equipment proposed in your solution in order for it to be tracked in the Print Usage Monitoring Software.

##### **2.4.3.2 Administrator Interaction: Print Usage Monitoring Software Solution**

The District administration will be accessing the Print Usage Monitoring Software Solution to administer and account for usage on all managed print equipment in the district. Detail any limitations that will be imposed on the district's use of the functionality of your Print Usage Monitoring Software.

##### **2.4.3.3 Print Usage Monitoring Software Solution Upgrades**

The Vendor will be responsible for providing maintenance updates for the Print Usage Monitoring Software Solution. Upgrades to the Print Usage Monitoring Software Solution will be performed by District administration when deemed necessary by the Vendor. The District may require upgraded versions of the Software solution to support Operating System upgrades, such upgrades must also be provided to the District at no additional cost from the Vendor.

## **2.5 Equipment Requirements**

All equipment must be clearly defined with a make and model number in the proposal.

A detailed listing of the printer and copier requirements of the district are included in this RFP as Addendum A.

### **2.5.1 Printing Equipment Requirements**

Printers are identified in Addendum A as “Printer” in the Device Type column

Printers must be in place by July 19, 2026

Vendor must include printer specifications for each system in the proposal that include the following information at a minimum:

- Paper input tray capacity
- Paper input tray paper sizes accepted
- Paper output tray capacity
- Pages per minute monochrome
- Pages per minute color (if applicable)
- Time until first page out (warmed up)
- Time until first page out (from stand by)
- Time until first page is out (from cold system start, powered off)

All printers identified in Addendum A with “standard” paper size must be capable of printing on letter and legal size paper.

All printers identified in Addendum A with “ledger” paper size must be capable of printing on letter, legal and ledger (11” X 17”) paper.

All printers must be capable of automatically printing in duplex.

### **2.5.2 MFP Equipment Requirements**

MFP’s are identified in Addendum A as “MFP” in the Device Type column

MFP’s must be in place by July 19, 2026

Vendor must include printer and MFP specifications for each system in the proposal that include the following information at a minimum:

- Paper input tray capacity
- Paper input tray paper sizes accepted
- Paper output tray capacity
- Pages per minute monochrome
- Pages per minute color (if applicable)
- Time until first page out (warmed up)
- Time until first page out (from stand by)
- Time until first page is out (from cold system start, powered off)

All MFP’s identified in Addendum A with “standard” paper size must be capable of printing on letter and legal size paper.

All MFP’s identified in Addendum A with “ledger” paper size must be capable of printing on letter, legal and ledger (11” X 17”) paper.

All MFP’s must be capable of automatically printing in duplex.

All MFP's identified in Addendum A with "multifunction copy/scan/print" in the device functionality heading must be capable of providing scan to Email functionality to a user defined Email address. The Email address listing on the MFP device must be capable of integrating with the District Active Directory environment so that Email address books and listings are automatically synchronized with the district's active directory global address list.

All MFP's identified in Addendum A with "multifunction fax/copy/scan/print" in the device functionality heading must be capable of providing incoming and outgoing fax support

### 2.5.3 Copier Equipment Requirements

Copiers are identified in Addendum A as "Copier" in the Device Type column.

Copiers must be put in place by July 19, 2026

Vendor must include printer and MFP specifications for each system in the proposal that include the following information at a minimum:

- Paper input tray capacity
- Paper input tray paper sizes accepted
- Paper output tray capacity
- Pages per minute monochrome
- Pages per minute color (if applicable)
- Time until first page out (warmed up)
- Time until first page out (from stand by)
- Time until first page is out (from cold system start, powered off)

All Copiers identified in Addendum A with "standard" paper size must be capable of printing on letter and legal size paper.

All Copiers identified in Addendum A with "ledger" paper size must be capable of printing on letter, legal and ledger (11" X 17") paper.

All copiers must be capable of automatically printing in duplex.

All copiers must be capable of providing scan to Email functionality to a user defined Email address. The Email address listing on the copier device must be capable of integrating with the District Active Directory environment so that Email address books and listings are automatically synchronized with the district's active directory global address list.

All copiers identified in Addendum A with "multifunction fax/copy/scan/print" in the device functionality heading must be capable of providing incoming and outgoing fax support

## 2.6 Staggered Implementation Schedule

To ensure a smooth transition and minimize disruption to district operations, the selected provider shall coordinate a staggered implementation schedule. The installation and deployment of new equipment should begin **no later than July 1, 2026**, allowing for an overlap period with the existing provider's devices still in service. This overlap is intended to ensure uninterrupted access to printing, copying, and scanning services during the transition. The provider must work collaboratively with the current managed print services provider and district staff to plan installation logistics, minimize downtime, and confirm full operational readiness prior to the removal of existing equipment.

## 2.7 Contingency Plan for Temporary Equipment

The proposal shall include a detailed contingency plan addressing potential delays in the installation or delivery of new equipment. In the event of such delays, the provider will be required to furnish **temporary printers, copiers, or multifunction devices** at no additional cost to the district to maintain essential print operations. Alternatively, the district reserves the right to secure **short-term rental equipment** from a third party to bridge any service gap, with any related costs offset or reimbursed by the provider. The provider's contingency plan must outline communication procedures, response times, and escalation processes to ensure continuity of service.

## 2.8 Solution Support and Response Times

The Vendor must identify their guaranteed response times for service calls related to issues with equipment provided through the managed print solution. The Vendor must include total response time for services including windshield time and also detail the Vendor's practices when equipment failures require replacement parts or equipment.

Specifically, answer these questions regarding service:

- What steps will be taken by Vendor before a technician is dispatched to the District?
- What is the maximum amount of time that telephone support, or "remote" support will be used in troubleshooting an issue before Vendor dispatches a support technician?
- What is the maximum time before a service technician will be at the District location after a support ticket is opened?
- If the equipment is not immediately repairable by a Vendor technician, what is the maximum time that the District will have to wait for replacement parts or loaner/replacement equipment to be put in place?

Detail the levels of responsibility for supporting equipment that will be the responsibility of the District and the responsibility of the Vendor.

Detail the responsibilities for maintaining equipment drivers for use by computers and other District owned technologies and Print Usage Monitoring Software Solution. To what level will the Vendor be involved in supporting these applications and what responsibilities will be the responsibility of the District?

## 2.9 Training

Explain how much training will be included and how often training will be made available. Differentiate between onsite and remote training options. All end-user training must be onsite during staff in-service days in late August or early September for printers and MFP's.

## 2.10 Installation and Training Requirements

- Implementation Plan: Vendor is required to supply a complete project plan outlining the Vendor's approach to the implementation of the managed print solution.
- Quality Installation: It is essential that the installation of the new system be as transparent as possible to the user. Installation is a key component and quality is essential. The Vendor must install the system in a non-disruptive manner.
- Installation Responsibilities: Define the installation responsibilities of the Vendor and the District as it relates to the design and installation of the proposed system.

## **2.11 Service and Maintenance**

All Service and Maintenance shall be included in the proposed cost per page for the solution. Under no condition shall the district be responsible for any service or maintenance charges above those built into your cost per page

## **2.12 System Upgrades**

If it is necessary for the vendor to upgrade either equipment or software, it is at the vendor's expense and will be included in the price per imprint cost. See section 2.3

## ADDENDUM A

| <b>Minneota Public Schools</b> |                     |                     |                   |
|--------------------------------|---------------------|---------------------|-------------------|
| <b>Location</b>                | <b>Asset Number</b> | <b>Machine Type</b> | <b>Paper Size</b> |
| District Office Check Printer  | 25311               | HP LaserJet P2035n  | Standard          |
| Room 126                       | 25326               | Ecosys P3145dn      | Standard          |
| 2nd Floor Student Printer      | 25319               | Ecosys P3145dn      | Standard          |
| Art Room 153                   | 25331               | Ecosys P3145dn      | Standard          |
| Room 105A                      | 25320               | Ecosys M2635DW      | Standard          |
| Room 106B                      | 25336               | Ecosys P3145dn      | Standard          |
| Room 114A                      | 25323               | FS-1370DN           | Standard          |
| District office 101A           | 25314               | Taskalfa 4003i      | Ledger            |
| Room 114                       | 25324               | Ecosys P3145dn      | Standard          |
| Room 116                       | 25327               | Ecosys P3145dn      | Standard          |
| Room 134                       | 25305               | Ecosys P5026cdw     | Standard          |
| Room 149                       | 25299               | Ecosys P3145dn      | Standard          |
| Room 144                       | 25337               | Ecosys P3145dn      | Standard          |
| Elementary Workroom 135        | 25328               | Taskalfa 6052ci     | Ledger            |
| Counselor Office               | 25315               | Ecosys M2635DW      | Standard          |
| HS Library                     | 25335               | Ecosys M3145idn     | Standard          |
| Front Main Office RM100        | 25312               | Ecosys M3645idn     | Standard          |
| Room 210                       | 25317               | Ecosys P3145dn      | Standard          |
| Room 209                       | 25318               | Ecosys P3145dn      | Standard          |
| Room 112                       | 25303               | Ecosys P3145dn      | Standard          |
| Room 107                       | 25321               | Taskalfa 6052ci     | Ledger            |
| Room 170                       | 25310               | FS-4100dn           | Standard          |
| Room 142                       | 25322               | Ecosys P3145dn      | Standard          |
| Lunch Room Office              | 25332               | Ecosys M2535dn      | Standard          |
| Music Room                     | 25333               | Ecosys P3145dn      | Standard          |
| Nurse Office Room 110          | 25309               | Ecosys P3145dn      | Standard          |
| Room 178                       | 25334               | Ecosys P3145dn      | Standard          |
| HS Principal Office            | 25304               | Ecosys P5026cdw     | Standard          |
| Room 106A                      | 25307               | Ecosys P3145dn      | Standard          |
| Room 150                       | 25330               | Ecosys P3145dn      | Standard          |
| Room 125                       | 25325               | Ecosys P3145dn      | Standard          |
| Room 108                       | 25308               | Ecosys P3145dn      | Standard          |
| Elementary Workroom 135        | 25329               | Ecosys P3145dn      | Standard          |
| Room 101A                      | 25313               | Ecosys P6035cdn     | Standard          |
| Room 145                       | 25338               | M2635DW             | Standard          |
| Title Room 131                 | 25306               | Ecosys P3145dn      | Standard          |
| Room 202 Upstairs Workroom     | 25316               | Taskalfa 4003i      | Ledger            |

**MEMORANDUM OF AGREEMENT**

**WHEREAS**, AFSCME Council 65 (“Union”) and Minneota School District ISD 414 (“Employer”) entered into a Collective Bargaining agreement for the Paraprofessional Bargaining Unit for 2024-2026; and

**WHEREAS**, This Memorandum of Agreement (MOA) is entered into for the sole purpose of confirming a one-time wage placement adjustment for the named employee and does not modify or amend any other provisions of the 2024–2026 Collective Bargaining Agreement.”

**WHEREAS**, the Employer and Union wish to mutually agree on wage step of a current employee;

**NOW, THEREFORE**, the Parties agree as follows:

- 1) Jadya Krier shall be placed on Step Two (\$17.15) of the 2025-2026 pay schedule as of the beginning of the school year and shall be paid retroactively to that date.
- 2) NOT PRECEDENT SETTING: The Union and the Employer agree that this Memorandum of Agreement is not precedent setting. This Memorandum of Agreement shall not be deemed to constitute a precedent or create a past practice, nor will it be admissible in any arbitration or other type of proceeding.
- 3) No additional compensation, benefits, or retroactive pay beyond that specifically stated herein shall be owed by the Employer.
- 4) This document constitutes the complete and entire agreement between the Parties regarding this matter and supersedes any prior discussions, representations, or understandings, whether oral or written.

IN WITNESS WHEREOF, the parties have voluntarily entered into this MOU on the dates shown by their signatures.

This MOU will not become effective unless and until it is approved by the District’s School Board and is signed by both parties.

AFSCME Council 65

Independent School District #414

\_\_\_\_\_  
Union Chapter President

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

\_\_\_\_\_  
Union Business Agent

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# FORM A

## RESOLUTION OF GOVERNING BOARD SUPPORTING

### FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Minnesota High School recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Minnesota High School supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

October 22, 2025

Date

\_\_\_\_\_  
Abby Thostenson - Chair

October 22, 2025

Date

\_\_\_\_\_  
Martin Hennen - Clerk

## FORM B

### **RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING FORM B APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Minnesota Public Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Minnesota High School supports the school's application to the Minnesota State High School League Foundation for a **FORM B** grant.

October 22, 2025

Date

\_\_\_\_\_  
Abby Thostenson - Chair

October 22, 2025

Date

\_\_\_\_\_  
Martin Hennen - Clerk

**A RESOLUTION submitted by an Activity Conference or Region Committee must adhere to the same form and context of the School Board Resolution above.**

**MSHSL Foundation FORM B Grant Request  
Line Item Budget  
2025-2026**

MSHSL Foundation

FORM B

Expenditure Line Item Budget

Grant Request: Purchase of Heat & Emergency Response Equipment

Amount Requested: \$3551.87

WBGT: \$278.10

Leatherman Raptor Shears: \$130.00 x 2=\$260.00

Polar Life Pod: \$504.70

LIFE StartSystem: \$506.01

Model 65 Scoop Stretcher: \$991.73

Body Lok Strapping System: \$260.21

Cramer Coach's Team First Aid Kit: \$93.89 x 8=\$751.12

# 2025 SECTION AND STATE TOURNAMENT INFORMATION

## POTENTIAL CHANGES FOR FOOTBALL AND VOLLEYBALL

| Sport             | What                                   | When                        | Time                          | Where                          | Potential School Change                              |
|-------------------|--|-----------------------------|-------------------------------|--------------------------------|--|
| Volleyball        | Sub-Section Semifinal                  | Tuesday, October 28         | 5:30 pm<br>or 7:00 pm         | SMSU                           | No Changes Required                                  |
| Volleyball        | Sub-Section Final                      | Thursday, October 30        | 5:30 pm                       | SMSU                           | No Changes Required                                  |
| <b>Football</b>   | <b>Section Final</b>                   | <b>Friday, October 31</b>   | <b>10:00 am</b>               | <b>SMSU</b>                    | <b>No School</b>                                     |
| Volleyball        | Section 3A Final                       | Saturday, November 1        | 7:30 pm                       | SMSU                           | No Changes Required                                  |
| <b>Volleyball</b> | <b>State Quarterfinal</b>              | <b>Thursday, November 6</b> | <b>5:00 pm<br/>or 7:00 pm</b> | <b>Xcel</b>                    | <b>Dismiss at 12:00 pm<br/>or Dismiss at 2:00 pm</b> |
| <b>Volleyball</b> | <b>State Semifinal<br/>Consolation</b> | <b>Friday, November 7</b>   | <b>1:00 pm<br/>or 3:00 pm</b> | <b>Xcel</b>                    | <b>No School<br/>or Dismiss at 10:00 am</b>          |
| <b>Football</b>   | <b>State Quarterfinal</b>              | <b>Friday, November 7</b>   | <b>5:30 pm<br/>or 7:00 pm</b> | <b>Jordan OR<br/>Rochester</b> | <b>Dismiss at 12:15 pm<br/>or Dismiss at 1:00 pm</b> |
| Volleyball        | State Final                            | Saturday, November 8        | Various<br>or 2:30 pm         | Xcel                           | No Changes Required                                  |
| Football          | State Semifinal                        | Saturday, November 15       | 9:00 am<br>or 11:30 am        | US Bank                        | No Changes Required                                  |
| <b>Football</b>   | <b>State Final</b>                     | <b>Friday, November 21</b>  | <b>10:00 am</b>               | <b>US Bank</b>                 | <b>No School</b>                                     |



# Minneota Public School District Policy 406

Adopted: March 2001

Revised: AugustNovember 20254

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants (“personnel”).

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

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities with agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. “Confidential” means the data are not public and are not accessible to the subject.
- D. “Parking space leasing data” means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self- evaluation effort by the school

district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162, and 164. “Protected health information” excludes individually identifiable health information in education records covered by the federal Family Educational Rights and Privacy Act, employment records held by a school district in its role as an employer, and records regarding a person who has been deceased for more than fifty (50) years.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee’s social security number;
  - 3. actual gross salary;
  - 4. salary range;
  - 5. terms and conditions of the employment relationship;
  - 6. contract fees;
  - 7. actual gross pension;
  - 8. the value and nature of employer-paid fringe benefits;
  - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;

10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll timesheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of timesheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on current and former applicants for employment by the school district is public:

1. veteran status;

2. relevant test scores;
  3. rank on eligible list;
  4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
    - c. education and training;
    - d. employment history;
    - e. volunteer work;
    - f. awards and honors;
    - g. prior government service;
    - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
    - i. veteran status.
  2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
  - b. either a telephone number or electronic mail address where the appointee can be reached or both at the request of the appointee;
  - c. first and last dates of service on the public body;
  - d. the existence and status of any complaints or charges against an appointee; and
  - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., an electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:
- 1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending, or
  - 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

## **V. PRIVATE PERSONNEL DATA**

- A. All other personnel data not listed in Section IV are data and will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.

- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  - 2. a prepetition screening team investigating the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
  - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime committed by an employee.

- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
  - 1. threaten the personal safety of the complainant or a witness; or
  - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision 2, and shall, upon written request from the licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.
- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.
- N. When a report of alleged maltreatment of a student in an elementary middle school, high school, or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
  - 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
  - 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact

with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed – ~~except except~~ as permitted or required by law. ~~To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district, and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, 13.41, subdivision 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant

information to enable PELSB and MDE’s licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher’s license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher’s license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minnesota Statutes, chapter 13, or any other state or federal law, the data are private.

## **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

The school district has designated Tara Skorczewski, Business Manager, at 507-~~872-~~6532 as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district’s data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

## **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is available in the district office.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation)  
Minn. Stat. § 13.41 (Licensing Data)  
Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)  
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts)  
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)  
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)  
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. Ch. 268 (Unemployment Insurance)  
Minn. R. Pt. 1205 (Data Practices)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

***Cross References:***

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 722 (Public Data Requests)  
MSBA Law Bulletin “I” (School Records – Access to Data)

## Consent to Release Data – Request from an Individual

*An individual asks the school district to release private data to an outside entity or person. Because the district does not have statutory authority to release the data, it must get the individual's written informed consent.*

### Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to Tara Skorczewski, Business Manager before you sign it.

---

I, \_\_\_\_\_, give my permission for Minneota Public Schools  
[*name of individual*]

to release data about me to \_\_\_\_\_ as described on this form.  
[*name of other entity/person*]

1. The specific data I want Minneota Public Schools to release \_\_\_\_\_.  
[*explanation of data requested*]
2. I understand that I have asked Minneota Public Schools to release the data.
3. I understand that although the data are classified as private at Minneota Public Schools, the classification/treatment of the data at \_\_\_\_\_ depends on laws or policies that apply to \_\_\_\_\_.  
[*name of other entity/person*]  
[*name of other entity/*]

This authorization to release expires \_\_\_\_\_.  
[*date/time of expiration*]

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature [*if needed*] \_\_\_\_\_ Date \_\_\_\_\_



# Minneota Public School District Policy 417

Adopted: May 18, 2010

Revised: ~~September~~November 20254

## **417 CHEMICAL USE AND ABUSE**

### **I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

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

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school district that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish a drug-free awareness program for its employees.

### **III. DEFINITIONS**

- A. “Chemical abuse,” as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor’s normal function in academic, school, or social activities is chronically impaired.

- B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9. but not distilled spirits, wine, malt beverages, intoxicating liquors, or tobacco. As otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

#### IV. STUDENTS

##### A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

##### B. Programs and Activities

1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

##### C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a

student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56 and proposed for expulsion.
3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall decide whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes, section 13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2 notwithstanding Minnesota Statutes, section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

**V. EMPLOYEES**

- A. The school district shall establish a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace.
  2. The school district's policy of maintaining a drug-free workplace.
  3. Available drug counseling, rehabilitation, and employee assistance programs.
  4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)  
Minn. Stat. § 126C.44 (Safe Schools Levy)  
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)  
Minn. Stat. § 152.22 (Definitions; Medical Cannabis;  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 299A.33 (DARE Program)  
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)  
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)  
20 U.S.C. § 5812 (National Education Goals)  
20 U.S.C. § 7175 (Local Activities)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)



# Minneota Public School District Policy 419

Adopted: January 2019

Revised: ~~July~~November 2025

## **419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

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

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow the promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

### **III. DEFINITIONS**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices include but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery devices include any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner that enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An

American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe, as defined under Minnesota law.

- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.
- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

## **V. VAPING PREVENTION INSTRUCTION**

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

## **VI. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or the use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

**VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)  
Minn. Stat. § 121A.08 (Smudging Permitted)  
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)



# Minneota Public School District Policy 502

Adopted: June 15, 2000

Revised: JulyNovember 20254

## **502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON**

### **I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

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

#### **A. Lockers and Personal Possessions Within a Locker**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

#### **B. Desks**

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

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

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

- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

### **III. DEFINITIONS**

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

## **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

## **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, § 10  
Minn. Stat. § 121A.72 (School Locker Policy)  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)  
*G.C. v. Owensboro Public Schools*, 711 F.3d 623 (6<sup>th</sup> Cir. 2013)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 506 (Student Discipline)



# Minneota Public School District Policy 507

Adopted: August 17, 2010

Revised: NovemberJuly 20254

## **507 CORPORAL PUNISHMENT AND PRONE RESTRAINT**

### **I. PURPOSE**

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student.

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

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

### **III. DEFINITIONS**

1. "Corporal punishment" means conduct involving:
  - a. hitting or spanking a person with or without an object; or
  - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Employee or agent of the district" does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).
3. "Prone restraint" means placing a child in a face-down position.

### **IV. PROHIBITIONS**

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of the school district shall not use prone restraint.
3. An employee or agent of a district shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.

4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582. The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.

## **V. REASONABLE FORCE**

1. Reasonable force may be used upon or toward the person of another without the other's consent when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
  - a. when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
2. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
  - a. when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff of a public school upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil. Nothing in Minnesota Statutes, section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
3. A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy #506 (Student Discipline).

## **VI. VIOLATION**

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

***Legal References:*** Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)  
Minn. Stat. § 125A.0941 (Definitions)\  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 609.06 (Authorized Use of Force)  
Minn. Stat. § 609.379 (Permitted Actions)  
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)  
Minn. Stat. § 645,241 (Punishment for Prohibited Acts)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
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 507.5 (School Resource Officers)



# Minneota Public School District

## Policy 509

Adopted: August 17, 2010

Revised: November~~July~~ 2025<sup>4</sup>

### **509 ENROLLMENT OF NONRESIDENT STUDENTS**

#### **I. PURPOSE**

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

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

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

#### **III. OPEN ENROLLMENT PROCESS**

- A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
  2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
  3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

- C. The parent of a student with a disability not yet enrolled in kindergarten and not open enrolled in a nonresident district may elect, in the same manner as the parent of a resident student with a disability, a school in the nonresident district where the child is enrolled in a Head Start program or a licensed child care setting in the nonresident district, provided the child can be served in the same setting as other children in the nonresident district with the same level of disability.

Under this paragraph, parents must demonstrate enrollment in a community preschool or childcare setting.

- D. A nonresident preschool aged child with a disability open enrolled in the district may be required to open enroll for kindergarten.

#### IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application-

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

B. Standards that may not be used for rejection of application-

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;

4. a student’s proficiency in the English language;
5. the student’s district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.

C. Application

The student and parent or guardian must complete and submit the “General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

D. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students’ applications related to an approved integration and achievement plan, and children of the school district’s staff must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district’s website.

1. the student’s resident district does not operate a school building;

2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

E. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age

if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

- Legal References:** Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. Stat. § 125A.13 (School of Parents' Choice)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Definitions)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)  
18 U.S.C. 930, para. (g)(2) (Definition of weapon)
- Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)



# Minneota Public School District Policy 512

Adopted: May 2011

Revised: JulyNovember 20254

## 512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

### I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

### II. GENERAL STATEMENT OF POLICY

~~A. The school district may exercise editorial control over the style and content of student expression in school sponsored publications and activities.~~

B.A. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.

C.B. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.

1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
2. Official school publications may be distributed at reasonable times and locations.

### III. DEFINITIONS

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes or on the school's website.

B. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- C. “Minor” means any person under the age of eighteen (18).
- D. “Obscene to minors” means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in- school lunch periods.
- F. "School-sponsored media" means material that is:
1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;
  2. distributed or generally made available to students in the school; and
  3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

- G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

#### **IV. GUIDELINES**

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.
- B. Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:
  - 1. is obscene to minors;
  - 2. is defamatory;
  - 3. is profane, harassing, threatening, or intimidating;
  - 4. constitutes an unwarranted invasion of privacy;
  - 5. violates federal or state law;
  - 6. causes a material and substantial disruption of school activities;
  - 7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
  - 8. advertises or promotes any product or service not permitted for minors by law;
  - 9. expresses or advocates sexual, racial or religious harassment or violence or prejudice;

10. is distributed or displayed in violation of time, place and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

These professional standards may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;
  2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  3. assuring that the views of the individual speaker are not erroneously attributed to the school;
  4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
  5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
  6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- E. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**V. POSTING**

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987)  
*Morse v. Frederick*, 551 U.S. 393 (2007)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

**Cross References:** 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 904 (Distribution of Materials on School District Property by Nonschool Persons)



# Minneota Public School District Policy 513

Adopted: August 17, 2010

Revised: ~~July~~November 2025

## **513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

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

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### **A. Promotion**

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

#### **B. Retention**

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

#### **C. Program Design**

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the comprehensive achievement and civic readiness report.
2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.

3. The school district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:
  - a. multiple objective criteria; and
  - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
4. The school district must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
  - a. assess a student’s readiness and motivation for acceleration; and
  - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
5. The school district must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to under-represented groups.

***Legal References:*** Minn. Stat. § 120B.15 (Gifted and Talented Students Program)  
 Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

***Cross References:*** MSBA/MASA Model Policy 613 (Graduation Requirements)  
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
 MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
 MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
 MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
 MSBA/MASA Model Policy 620 (Credit for Learning)



# Minneota Public School District Policy 517

Adopted: May 2011

Revised: NovemberMarch 2025

## **517 STUDENT RECRUITING**

### **I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

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

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

### **III. DEFINITION**

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

#### **IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.
  
- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

***Legal References:*** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minnesota State High School League Bylaws

***Cross References:*** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)



# Minneota Public School District Policy 518

Adopted: May 2011

Revised: November~~March~~ 2025~~4~~

## 518 DNR-DNI ORDERS

### I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

### II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI Orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI Orders, shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

**Cross References:** None

## Scott Monson

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**From:** Patty Myrvik  
**Sent:** Friday, October 10, 2025 2:53 PM  
**To:** Scott Monson  
**Subject:** FW: BHOC Coop  
**Attachments:** BHOC COOP.pdf

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**From:** Grunig Mitchell <Mitchell.Grunig@marshall.k12.mn.us>  
**Sent:** Friday, October 10, 2025 12:16 PM  
**To:** Patty Myrvik <Patty.Myrvik@minneotaschools.org>; Matt Konrad <mattkonrad@lakeview2167.com>; Jim Trulock <trulockj@maccray.k12.mn.us>  
**Subject:** BHOC Coop

Good afternoon,  
I was notified this week that a boys hockey players that attends MACCRAY High School is logistically able to continue to participate in Marshall's Boys Hockey Program because of a change in residency. Willmar is willing to co-op with MACCRAY to still provide an opportunity for this student to play. I am looking for approval from all schools in the co-op to dissolve the current agreement and create a new co-op.  
Please forward these documents to your school board and once approved, we will send a copy around for the group to sign.  
If you have any questions, please reach out to me.

Thanks,

|  |   |
|--|---|
|  | <p>Mitch Grunig<br/>Director of Activities<br/>Marshall Public Schools</p> <p>PHONE (507)537-6920<br/>WEB <a href="http://www.marshall.k12.mn.us">www.marshall.k12.mn.us</a><br/>ADDRESS 400 Tiger Dr, Marshall, MN<br/>56258</p> |
|--|---|

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CONFIDENTIALITY NOTICE: The information contained in this message (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be legally protected from disclosure. If you are not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any retention, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the Sender immediately by replying to the message and deleting it from your computer.  
Marshall Public Schools

**Minnesota State High School League**  
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735  
 763-560-2262, Fax: 763.569.0499

**Application for DISSOLUTION of Cooperative Sponsorship**

**Deadline: Not later than the first day of practice for that sport season.**  
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

Boy Hockey beginning with the 20 25 - 20 26 school year.  
 (activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

|                 | School                | City       |
|-----------------|-----------------------|------------|
| High School #1: | Marshall High School  | Marshall   |
| High School #2: | Minnesota High School | Minnesota  |
| High School #3: | Lakeview High School  | Cottonwood |
| High School #4: | MACCRAY High School   | Clara City |

- Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?
  - Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, MUST be included with this application.
  - No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.
- Please circle appropriate letter.

|                | Member School |   |   | Reason for the Dissolution |  |
|----------------|---------------|---|---|----------------------------|--|
| High School #1 | A             | B | Ⓔ | A.                         | Our school is dropping the activity.   |
| High School #2 | A             | B | Ⓒ | B.                         | Our school will sponsor this activity without a cooperative sponsorship.   |
| High School #3 | A             | B | Ⓒ | C.                         | Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p. |
| High School #4 | A             | B | Ⓒ |                            |  |

**Signature of the person duly authorized by the member school to act on behalf of the member school.**

|                 |                                  |   |
|-----------------|----------------------------------|---|
| High School #1: | _____                            | _____   |
|                 | Designated School Representative | Title of the Designated School Representative |
| High School #2: | _____                            | _____   |
|                 | Designated School Representative | Title of the Designated School Representative |
| High School #3: | _____                            | _____   |
|                 | Designated School Representative | Title of the Designated School Representative |
| High School #4: | _____                            | _____   |
|                 | Designated School Representative | Title of the Designated School Representative |

**Official Action of the MSHSL Board of Directors**

- Approved
  Not Approved

Signature: \_\_\_\_\_  
 MSHSL Executive Director

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

**Application for Cooperative Sponsorship**

**Deadline: Not later than 30 days prior to the first day of practice for that sport season.**  
 PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys Hockey beginning with the 2025 - 2026 school year. (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. *Attach another form if necessary.*

|                 | School                | Enrollment (9-12)* | City       | Administrative Region** | Competitive Section** |
|-----------------|-----------------------|--------------------|------------|-------------------------|-----------------------|
| High School #1: | Marshall High School  | 735                | Marshall   | 2AA                     | 3A                    |
| High School #2: | Minnesota High School | 181                | Minnesota  | 3A                      | 3A                    |
| High School #3: | Lakeview High School  | 201                | Cottonwood | 3A                      | 3A                    |
| High School #4: | <del>MAKERAY</del>    |                    |            |                         |                       |

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
 **Yes** This application must include a review and comments from the conference(s) of which the schools are members.  
 **No**
- Do any of the above schools currently have a cooperative agreement in this activity?  
 **Yes** An application for dissolution must be submitted for the existing agreement.  
 **No**

3. Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/AboutMSHSL/MembershipInformation:AHistory&ModelResolutionforSchoolBoards](http://www.mshsl.org/AboutMSHSL/MembershipInformation:AHistory&ModelResolutionforSchoolBoards))  
Provide for more opportunities for our student and sustain our program.

4. List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

|                | 7th | 8th | 9th | 10th | 11th | 12th |
|----------------|-----|-----|-----|------|------|------|
| High School #1 |     |     |     | 3    | 8    | 12   |
| High School #2 |     |     |     | 1    | 1    |      |
| High School #3 |     |     |     |      |      | 1    |
| High School #4 |     |     |     |      |      |      |

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs): Marshall Tigers

6. Team Colors: Black and Orange Team Mascot: Tigers

7. Host School (school that will receive revenue share check): Marshall

| Board of Education (or designee) | School | Date  |
|----------------------------------|--------|-------|
| Signed _____                     | _____  | _____ |

**Official Action of the MSHSL Board of Directors**

- Approved                       Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 MSHSL Executive Director



## Minneota Elementary School E-Learning Day Plan

### **What is E-Learning?**

An E-Learning Day is used in place of a regular school day when school is canceled due to inclement weather. On these days, students attend school virtually through online lessons and teacher communication. Learning continues from home, keeping students on track even when the weather does not cooperate.

E-Learning is designed to be **interactive, structured, and aligned** with what students are learning in class.

### **Attendance**

Students are expected to complete E-Learning day activities. E-Learning is not optional. It is as important as attending school in a traditional sense. Teachers will take attendance and submit by 3:00 P.M.

Parents/Guardians are expected to email their child's classroom teacher by 3:00 P.M. stating if their child will/will not be completing the E-Learning.

### **Elementary Schedule for E-Learning Days:**

**Teacher E-Learning Prep Time:** 7:45 AM - 9:55 AM

**Teachers available time:** 10:00 AM to 3:45 PM.

- Attendance will be submitted at 3:00 PM.
- Teachers are available to answer questions via email.
- Teachers will provide an interactive lesson for their students.

### **Why is the Minneota School District preparing for the use of E-Learning days?**

Minnesota winters can be unpredictable. In recent years, districts across the region have lost several days of instruction due to winter storms. By implementing E-Learning Days, Minneota Public Schools can:

- Maintain continuity of learning even during closures
- Prevent significant loss of instructional time
- Keep students engaged and progressing toward goals
- Reflect our district’s commitment to student success, no matter the weather

## **Frequently Asked Questions**

### **How will we be notified that a “snow day” is an E-Learning day?**

Families and staff will be notified through our **School Messenger System**, just as we do for weather alerts or schedule changes. The message will clearly state whether the day will be an **E-Learning Day** or a traditional snow day.

### **What about 2-hour late starts and when school closes early? Will those days also be an E-Learning day?**

No. E-Learning Days are only used when school is canceled for the entire day. If we have a two-hour late start or an early dismissal, students will attend school in person as usual during the adjusted schedule.

### **What if a student has a pre-arranged absence?**

Students who have a pre-approved absence are expected to complete the E-Learning assignments just as they would make up missed work from any other school day.

### **Will the school building be open on an E-Learning day?**

No. The school district buildings will be closed to students and all activities on E-Learning Days, just as they would be on a regular snow day.

### **How will students be expected to “make-up” their learning if not in attendance?**

Students who are unable to participate on the day of E-Learning are still responsible for completing the required work. Assignments can be done on their own time, following the same procedures as other absences.

## **E-Learning Activities by Grade**

### **PreK**

A choice board is in the E-learning folder that has been sent home. Students have a goal of doing one activity on the choice board for the day.

### **Kindergarten**

If devices are **NOT** sent home: Students have a yellow folder. It contains a grid with

multiple rows/columns of learning activities for each month (November through April). Classroom teachers will contact parents to communicate which grid is to be used on that day. Students should return completed activities the next day.

If devices **ARE** sent home: All activities will be posted on SeeSaw. All directions will be posted by 10:00 AM.

### **Grade 1**

If devices are **NOT** sent home: Use the materials in the manilla folder that was sent home at conferences. The teachers will email families about which day (1, 2, 3, 4, or 5) should be completed and sent back to school.

If devices **ARE** sent home: All activities will be posted on SeeSaw.

### **Grade 2**

If devices are **NOT** sent home: Use the materials in the manilla folder that was sent home at conferences. The teachers will email families about which day (1-5) materials should be completed and sent back to school. Only the packet that was completed for the day needs to be returned (not the entire manilla folder).

If devices **ARE** sent home: All activities will be posted on SeeSaw.

### **Grade 3**

If devices are **NOT** sent home: Please wait for an email from your child's teacher and use the packet the teacher indicates in the email (red, orange, etc.). The student only has to bring back the packet they completed and not the entire manilla envelope.

If devices **ARE** sent home: All materials will be posted on SeeSaw by 10:00 AM.

### **Grade 4**

If devices are **NOT** sent home: Students will complete packet activities depending on the day the teacher indicates (Day 1, 2, 3, 4 or 5). Your child's teacher will send an email indicating which packet to complete.

If devices **ARE** sent home: All activities will be posted in Google Classroom.

### **Grades 5 and 6**

Students take home their devices daily, so all materials and instructions will be posted on Google Classroom. Students will log onto Google Classroom by 10:00 AM with their HOMEROOM teacher and meet for a minimum of 30 minutes. After this instruction, students will be directed on what lessons are to be completed for each class.

### **Special Education**

Case managers are available throughout the day by phone and email. They will be able to answer parent/student questions and assist with accommodations and modifications of assignments via phone or Google Meets.



# Minneota Public Schools

## E-Learning Day

### What is E-Learning?

An E-learning day is used in place of a school day that has been canceled due to inclement weather. An E-Learning day means that students will attend school virtually and in a synchronous fashion.

**Attendance** - Students are expected to attend each class, each E-Learning day in a synchronous format. This means that classes are “LIVE” each hour. Students will follow a modified high school schedule and report for class digitally. E-Learning is not optional. It’s as important as attending school in a traditional sense. Teachers will be taking daily/hourly attendance and the office will be calling parents (for unexcused absences, just like in a traditional sense). Students who are absent from class will be subject to disciplinary action per the student handbook. Truant students will be reported to the County, just like in a traditional sense. Per the direction of the Minnesota Department of Education, attendance must be taken each day.

- High school students will not have to report anywhere online during study hall.
- High school students who have online college classes will not have to report anywhere during those hours.
- Classes will be 30 minutes long. 5-minutes of transition time (from one Google Meet/Zoom meeting to another) will take place between each class period.
- All classes will take place on E-Learning Days!



## High School Hourly Schedule for E-Learning Days:

**MHS Teacher E-Learning Prep Time:** 7:45 AM - 9:55 AM

**1st Hour** - 9:55 AM-10:25 AM

**2nd Hour**- 10:30 AM - 11:00 AM

**3rd Hour**- 11:05 AM- 11:35 AM

**4th Hour**- 11:40 AM- 12:10 PM

**LUNCH**- 12:10 PM- 12:40 PM

**5th Hour**- 12:40 PM- 1:10 PM

**6th Hour**- 1:15 PM- 1:45 PM

**7th Hour**- 1:50 PM- 2:20 PM

**MHS Teacher Office Hours** - 2:20 PM - 3:20 PM

### **MHS Teacher Office Hours**

Teachers are available to answer questions via email or via chat in Google Classroom.

### **Why is the Minneota School District preparing for the use of E-Learning days?-**

Historically, winter weather in southwest Minnesota can be persistent and disruptive. Neighboring school districts have experienced a loss of an entire school week due to winter storms and their aftermath. Now, in the 2025-2026 school year, it seems that with the resources available and, if prepared carefully, we can mitigate the disruptiveness our winter weather can have on student learning. Providing students and teachers more opportunities for learning and the ability to provide learning without disruption during snow days is consistent with our district's focus on student achievement. Additionally, an E-Learning day reinforces 21st-century job and post-secondary educational opportunities for working and learning remotely.

The state allows us to have five E-Learning Days. E-Learning Days count as a day of instruction and don't have to be made up.



### **Parent Expectations**

- Reinforce to your student that this is “school”, and it’s not optional to attend school on an E-Learning day.
- Check your e-mail regularly; make sure you have a valid e-mail address on file.

### **Student Expectations**

- Students need to self-advocate and reach out to teachers if they need help.

- Students need to check their MPS e-mail regularly.
- Students need to avoid procrastination and stay self-motivated.
- Students need to keep their cameras on and stay engaged in the “on-screen” lesson.

## **Anticipated Frequently Asked Questions**

### **How will we be notified that a “snow day” is an E-Learning day?**

The school will communicate with all parents and staff through the SchoolMessenger System that is already utilized. In the message sent, it will read that this “snow day is an E-Learning day.”

### **What about 2-hour late starts and when school closes early? Will those days also be an E-Learning day?**

No. In the event of a two-hour late start or early dismissal, an E-Learning day will not be expected.

### **What if a student has a pre-arranged absence?**

The student would be expected to make up the learning activities and assignments just as if it were any other absence from school.

### **Will the school building be closed on an E-Learning day for students as it is on a regular snow day?**

Yes. The school district building will be closed to students and activities on E-Learning days.

**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>      | <b>Date</b> |
|--------------------------------|-----------------------------|--------------------|-------------|
| Anonymous                      | Activity Accounts           | \$ 225             | 9/25/2025   |
| Scheel’s                       | Trap Team                   | \$ 500             | 10/3/2025   |
| Knights of Columbus            | Trap Team                   | \$ 618.64          | 10/3/2025   |
| <b>Total Monthly Donations</b> |                             | <b>\$ 1,343.64</b> |             |

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

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

The following members voted yes:

The following members voted no:

The motion carried/failed.

The foregoing resolution was approved on this 22<sup>nd</sup> day of October, 2025.

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