

# MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD REGULAR MEETING | AGENDA

Wednesday, January 21, 2026 @ 5:30 pm | Conference Room #103

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
    - 1.6.1. Paraprofessional Recognition Week [January 19-25, 2026]..... I/D/M/S/V
    - 1.6.2. Bus Driver Appreciation Day [February 18, 2026] ..... I/D/M/S/V
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
4. Approve Consent Agenda Items ..... M/S/V
  - 4.1. Minutes of the December 17, 2025 Regular Meeting
  - 4.2. Minutes of the January 7, 2026 Organizational Meeting
  - 4.3. Minutes of the January 7, 2026 Work Session
  - 4.4. Open Enrollment Request – 3<sup>rd</sup> Grade Student From Ivanhoe
  - 4.5. Authorize Summer Technology Assistant [approximately 350 hours]
  - 4.6. Approve Fundraisers
  - 4.7. Declare Vulcan Tilt Fryer As Surplus/Obsolete
  - 4.8. Approve a Memorandum of Agreement Between SMSU and Minneota Public Schools
5. Items Removed from the Consent Agenda..... I/D/M/S/V
6. Previous Business
  - 6.1. Approve 2026 School Board Meeting Dates and Times ..... M/S/V
  - 6.2. Approve 2<sup>nd</sup> Reading of Policies and Procedures ..... M/S/V
    - 6.2.1. Policy #619: Staff Development for Standards
    - 6.2.2. Policy #708: Transportation of Nonpublic School Students
    - 6.2.3. Policy #710: Extracurricular Transportation
    - 6.2.4. Policy #711: Video Recording on School Buses
    - 6.2.5. Policy #713: Student Activity Accounting
    - 6.2.6. Policy #714: Fund Balances
    - 6.2.7. Policy #721: Uniform Grant Guidance Policy Regarding Federal Revenue Resources
    - 6.2.8. Policy #903: Visitors to the School District Buildings and Sites
    - 6.2.9. Procedures: Technology Back-Up and Retention
7. New Business
  - 7.1. Approve 2026-2027 Budget Parameters and Assumptions..... M/S/V
  - 7.2. Approve 2026-2027 Preschool Tuition/Fees ..... M/S/V
  - 7.3. Approve 2026-2027 Technology Budget, Including Technology Innovation Funding..... M/S/V
  - 7.4. Review 2026-2027 Preliminary School Calendar Considerations .....I/D
  - 7.5. Approve 2026-2027 Post Secondary Enrollment Options Program Guide and Family Checklist..... M/S/V
  - 7.6. Approve a Resolution for Acceptance of Gifts/Donations/Grants ..... M/S/V-RC
8. Adjournment..... M/S/V



## STATE of MINNESOTA

# Proclamation

WHEREAS: Minnesota is home to more than 20,000 paraprofessionals, who contribute to the success of students and their teachers; and

WHEREAS: The support and services provided by paraprofessionals are integral to student achievement. Paraprofessionals take on a wide range of responsibilities to meet the needs of the students in their care. Their dedication supports safe, effective, and engaging learning environments throughout Minnesota; and

WHEREAS: Minnesota's Department of Education is committed to excellence in education and recognizes the important role that paraprofessionals play in ensuring success in our schools; and

WHEREAS: Minnesota celebrates the essential contributions of paraprofessionals during Paraprofessional Recognition Week.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim January 19-25, 2026, as:

# PARAPROFESSIONAL RECOGNITION WEEK

in the State of Minnesota.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 2<sup>nd</sup> day of January.



  
GOVERNOR

  
SECRETARY OF STATE

# CERTIFICATE OF COMMENDATION

## PARAPROFESSIONAL RECOGNITION WEEK

January 19-25, 2026

*This certificate is presented as recognition of the more than 20,000 paraprofessionals working in Minnesota schools and educational programs. Therefore, with the appreciation and respect of the people of Minnesota, we recognize:*

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In witness thereof this 8th  
day of January 2026

A handwritten signature in black ink, appearing to read "Willie L. Jett II".

Willie L. Jett II  
Commissioner of Education

**INDEPENDENT SCHOOL DISTRICT NO. 414  
MINNEOTA PUBLIC SCHOOLS – MINNEOTA, MINNESOTA  
PROCLAMATION**

**School Bus Driver Appreciation Day – February 18, 2026**

WHEREAS, school bus drivers in and for Independent School District No. 414 safely transport our students to and from school and activities each day, often in challenging weather and traffic conditions; and

WHEREAS, these highly trained, dedicated professionals are entrusted with the safety and well-being of dozens of students on every route, serving as the first and last school-related adult many students interact with each day; and

WHEREAS, school bus drivers play an essential role in supporting student success by ensuring that all children – regardless of family schedule, distance, or transportation access – can reliably attend school; and

WHEREAS, students are significantly safer riding in a school bus than in a passenger vehicle due to rigorous driver training, strict safety standards, ongoing student safety education, and continued investment in safe fleet operations; and

WHEREAS, school bus transportation is the largest form of mass transit in Minnesota and a critical part of our community’s infrastructure, supporting families, schools, and local employers; and

WHEREAS, Independent School District No. 414 recognizes the importance of and ongoing need to provide qualified school bus drivers and deeply appreciates the individuals who choose to serve our students and community in these meaningful roles through their work at 4.0 Transportation Services.

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Education of Independent School District No. 414 does hereby recognize Wednesday, February 18, 2026, as:

**SCHOOL BUS DRIVER APPRECIATION DAY**

in Independent School District No. 414, and encourages students, families, staff, and community members to join in expressing gratitude to our school bus drivers for their professionalism, commitment, and service.

Dated this 21<sup>st</sup> day of January, 2026.

**BUSINESS**

**AGENDA**

# STUDENT ENROLLMENT

Grade	2020-2021 Funded	2021-2022 Funded	2022-2023 Funded	2023-2024 Funded	2024-2025 Funded	Current	2026-2027 Projected	2027-2028 Projected	2028-2029 Projected
PreK	6.8	6.1	5.3	7.6	9.4	47	45	45	45
HK/K	22.6	39.3	31.8	42.1	29.7	40	33	22	30
1st Grade	31.1	23.8	39.1	33.0	41.2	32	41	34	22
2nd Grade	30.1	31.4	25.5	41.8	32.8	45	34	43	36
3rd Grade	42.3	33.9	32.6	29.0	42.2	34	46	42	44
4th Grade	28.0	42.9	36.3	31.5	30.9	41	34	46	42
5th Grade	37.0	24.9	46.6	37.5	33.2	33	43	36	48
6th Grade	36.2	37.5	23.5	46.2	38.1	33	33	43	36
7th Grade	46.8	47.6	53.3	42.6	53.4	49	44	38	51
8th Grade	46.4	46.3	48.1	54.3	45.4	54	51	46	40
9th Grade	45.0	50.1	44.9	49.3	54.7	50	57	59	51
10th Grade	45.6	43.7	49.0	45.1	50.3	53	50	57	59
11th Grade	48.3	45.0	42.7	46.2	46.0	53	53	50	57
12th Grade	49.2	45.7	42.6	42.7	43.0	46	52	52	52
<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>563</b>	<b>571</b>	<b>567</b>	<b>567</b>
<b>Total (PreK-12)</b>	<b>515.6</b>	<b>518.3</b>	<b>521.4</b>	<b>548.7</b>	<b>550.2</b>	<b>610</b>	<b>616</b>	<b>612</b>	<b>612</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>22</b>	<b>8</b>	<b>-4</b>	<b>0</b>



# Student Activity Account – Month End December 2025

Fund #	Description	Receipt	Expense
4	Student Council - Viking Coca Cola		\$ 374.50
4	Student Council - Pepsi		\$ 98.00
4	Student Council - Viking Coca Cola		\$ 387.75
4	Student Council - ISD 414		\$ 1,417.82
8	Junior Class - Krispy Kreme		\$ 3,566.75
9	Senior Class - ISD 414		\$ 78.31
14	FFA - Matt Buysse		\$ 120.73
15	FCCLA - Brad's Market		\$ 11,175.71
4	Student Council - Lobby Pop	\$ 625.00	
8	Junior Class	\$ 951.25	
15	FCCLA - Fruit Sales	\$ 14,745.00	
<b>December 2025 Totals</b>		<b>\$ 16,321.25</b>	<b>\$ 17,219.57</b>

Fund Name	FY26 Beginning Balance	December 2025			Year-To-Date			Ending Balance	+/- From SOY
		Receipts	Expenses	Transfers	Receipts	Expenses	Transfers		
FCCLA	\$ 15,529.65	\$ 14,745.00	\$ 11,175.71		\$ 36,294.00	\$ 43,387.49	\$ -	\$ 8,436.16	-45.7%
FFA	\$ 2,392.22	\$ -	\$ 120.73		\$ 1,162.00	\$ 1,490.51	\$ -	\$ 2,063.71	-13.7%
Grade 11	\$ 5,156.18	\$ 951.25	\$ 3,566.75		\$ 11,281.75	\$ 6,485.75	\$(4,356.18)	\$ 5,596.00	8.5%
Grade 12	\$ 21.27	\$ -	\$ 78.31		\$ 1,038.60	\$ 344.20	\$ 4,334.91	\$ 5,050.58	23645.1%
National Honor Society	\$ 737.48	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 737.48	0.0%
Student Council	\$ 6,108.65	\$ 625.00	\$ 2,278.07		\$ 5,655.35	\$ 4,455.18	\$ 21.27	\$ 7,330.09	20.0%
<b>December 2025 Totals</b>	<b>\$ 29,945.45</b>	<b>\$ 16,321.25</b>	<b>\$ 17,219.57</b>	<b>\$ -</b>	<b>\$ 55,431.70</b>	<b>\$ 56,163.13</b>	<b>\$ (0.00)</b>	<b>\$ 29,214.02</b>	<b>-2.4%</b>

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

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Total Fixed Income	Ending Balance	
State Bank of Taunton [0200]	General	\$ 534,606.71		\$ 535,769.67	\$ 1,038,318.23		\$ 32,058.15	-94.0%
State Bank of Taunton [0218]	Student Activities	\$ 30,112.34		\$ 16,321.25	\$ 17,219.57		\$ 29,214.02	-3.0%
State Bank of Taunton [0226]	Petty Cash	\$ 900.00		\$ -	\$ -		\$ 900.00	0.0%
State Bank of Taunton [0234]	Payroll	\$ 554.10		\$ 302,956.15	\$ 303,510.25		\$ -	-100.0%
PMA-MN Trust [2023A]	2023A	\$ 479,999.74	\$ 1,531.74	\$ -	\$ -	\$ -	\$ 481,531.48	0.3%
PMA-MN Trust [2023B]	2023B	\$ 2,074,500.91	\$ 6,620.14	\$ -	\$ -	\$ -	\$ 2,081,121.05	0.3%
PMA-MN Trust [Operating]	Investments	\$ 3,849,975.15	\$ 9,757.80	\$ 757,942.19	\$ 400,000.00	\$ 894,900.00	\$ 4,217,675.14	9.6%
<b>End of December 2025 Totals: All Depositories</b>		<b>\$ 6,970,648.95</b>	<b>\$ 17,909.68</b>	<b>\$ 1,612,989.26</b>	<b>\$ 1,759,048.05</b>	<b>\$ 894,900.00</b>	<b>\$ 6,842,499.84</b>	<b>-1.8%</b>
<b>Net Cash Flow Decrease From December 1, 2025 to December 31, 2025</b>							<b>\$ (128,149.11)</b>	<b>-1.8%</b>

## Minneota Public School Summary-Fund Thru December 31

Sequence: L, Fd

Description	202406			202506			202606		
	Budget BUD24	Year to Date	%	Budget BUD25	Year to Date	%	Budget ADP26	Year to Date	%
E Expenditure									
01 General Fund	7,904,910.00	3,359,191.94	42%	7,930,185.00	3,613,398.60	46%	8,278,726.00	3,396,934.23	41%
02 Food Service Fund	475,972.00	212,256.95	45%	517,663.00	223,563.46	43%	503,120.00	216,188.01	43%
04 Community Service	240,967.00	93,706.41	39%	253,575.00	106,064.18	42%	264,478.00	118,229.35	45%
06 Building Construction Fund	36,000.00	35,378.78	98%	264,358.00	0.00	0%	269,350.00	137,089.90	51%
07 Debt Service Fund	1,177,800.00	126,400.00	11%	1,545,578.00	246,202.50	16%	1,552,875.00	168,075.00	11%
E Expenditure	9,835,649.00	3,826,934.08	39%	10,511,359.00	4,189,228.74	40%	10,868,549.00	4,036,516.49	37%
R Revenue									
01 General Fund	(7,760,002.00)	(2,304,851.62)	30%	(7,967,047.00)	(2,727,498.42)	34%	(8,316,367.00)	(2,859,094.26)	34%
02 Food Service Fund	(497,500.00)	(174,234.55)	35%	(501,520.00)	(180,547.89)	36%	(506,870.00)	(198,003.89)	39%
04 Community Service	(174,041.00)	(75,357.25)	43%	(191,756.00)	(98,796.40)	52%	(216,100.00)	(97,740.88)	45%
06 Building Construction Fund	(2,635,533.00)	(2,575,011.10)	98%	(85,000.00)	(59,131.32)	70%	(110,000.00)	(131,135.50)	119%
07 Debt Service Fund	(1,178,297.00)	(957,405.71)	81%	(1,714,917.00)	(1,260,709.83)	74%	(1,588,977.00)	(1,186,157.40)	75%
21 Student Activity Account	0.00	(1,983.37)	0%	0.00	(9,258.97)	0%	0.00	731.43	0%
R Revenue	(12,245,373.00)	(6,088,843.60)	50%	(10,460,240.00)	(4,335,942.83)	41%	(10,738,314.00)	(4,471,400.50)	42%

## Minneota Public School Multi Year Series-Source

Sequence: Fd, O/S

Description	202406			202506			202606		
	Budget	Year to Date	%	Budget	Year to Date	%	Budget	Year to Date	%
	BUD24			BUD25			ADP26		
01 General Fund									
<b>000 Local Revenues</b>	<b>(1,818,631.00)</b>	<b>(572,328.30)</b>	31%	<b>(1,630,758.00)</b>	<b>(539,886.92)</b>	33%	<b>(1,845,370.00)</b>	<b>(745,666.27)</b>	40%
<b>200 State Revenues</b>	<b>(4,736,729.00)</b>	<b>(1,504,965.85)</b>	32%	<b>(4,884,767.00)</b>	<b>(1,884,374.23)</b>	39%	<b>(5,004,144.00)</b>	<b>(1,902,088.55)</b>	38%
<b>300 State Revenues</b>	<b>(1,017,477.00)</b>	<b>(185,617.91)</b>	18%	<b>(1,227,801.00)</b>	<b>(190,111.38)</b>	15%	<b>(1,321,940.00)</b>	<b>(187,731.42)</b>	14%
<b>400 Federal Revenues from State</b>	<b>(148,519.00)</b>	<b>(40,051.06)</b>	27%	<b>(183,735.00)</b>	<b>(114,113.01)</b>	62%	<b>(90,032.00)</b>	<b>(22,700.52)</b>	25%
<b>500 Federal Revenues from Fed Sou</b>	<b>(38,646.00)</b>	<b>0.00</b>	0%	<b>(39,986.00)</b>	<b>0.00</b>	0%	<b>(54,881.00)</b>	<b>0.00</b>	0%
<b>600 Loc Sales, Ins Recov &amp; Jdgmnt</b>	<b>0.00</b>	<b>(1,888.50)</b>	0%	<b>0.00</b>	<b>987.12</b>	0%	<b>0.00</b>	<b>(907.50)</b>	0%
<b>01 General Fund</b>	<b>(7,760,002.00)</b>	<b>(2,304,851.62)</b>	<b>30%</b>	<b>(7,967,047.00)</b>	<b>(2,727,498.42)</b>	<b>34%</b>	<b>(8,316,367.00)</b>	<b>(2,859,094.26)</b>	<b>34%</b>

## Minneota Public School Multi Year Series-Source

Sequence: Fd, O/S

Description	202406			202506			202606			
	Budget	Year to Date	%	Budget	Year to Date	%	Budget	Year to Date	%	
	BUD24			BUD25			ADP26			
01 General Fund										
<b>100 Salaries &amp; Wages</b>	4,295,935.00	1,677,203.56	39%	4,413,774.00	1,785,665.38	40%	4,409,427.00	1,850,128.46	42%	
<b>200 Employee Benefits</b>	1,119,935.00	440,916.55	39%	1,142,232.00	437,833.64	38%	1,156,833.00	463,410.49	40%	
<b>300 Purchased Services</b>	1,443,025.00	636,890.81	44%	1,488,118.00	653,871.83	44%	1,709,709.00	739,382.04	43%	
<b>400 Supplies &amp; Materials</b>	787,395.00	398,610.80	51%	662,199.00	542,976.88	82%	607,083.00	287,890.97	47%	
<b>500 Capital Expenditures</b>	234,000.00	190,376.73	81%	194,112.00	176,088.55	91%	364,524.00	40,805.34	11%	
<b>800 Other Expenditures</b>	24,620.00	15,193.49	62%	29,750.00	16,962.32	57%	31,150.00	15,316.93	49%	
<b>01 General Fund</b>	<b>7,904,910.00</b>	<b>3,359,191.94</b>	<b>42%</b>	<b>7,930,185.00</b>	<b>3,613,398.60</b>	<b>46%</b>	<b>8,278,726.00</b>	<b>3,396,934.23</b>	<b>41%</b>	



# MNTrust Monthly Statement

Minnesota ISD #414

**Please Note:**

THE FUND WILL BE CLOSED JANUARY 19TH IN OBSERVANCE OF THE MARTIN LUTHER KING, JR. HOLIDAY

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

12/1/2025 - 12/31/2025

<b>Investment Pool Summary</b>		<b>IS</b>
Beginning Market Balance		\$2,955,075.15
Dividends		\$9,757.80
Purchases		\$757,942.19
Redemptions		(\$400,000.00)
Ending Market Balance		\$3,322,775.14
Average Monthly Rate		3.757%
NAV / Share Price		1.000
<b>Total</b>		<b>\$3,322,775.14</b>
<b>Total Fixed Income</b>		<b>\$894,900.00</b>
<b>Account Total</b>		<b>\$4,217,675.14</b>

**Your Representative(s)**

**Xander Nguyen**

(612) 509-2564

xander.nguyen@ptma.com

**Steve Pumper**

(612) 509-2565

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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 (MN02-31273-0101) Operating

IS 12/1/2025 - 12/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
12165284	12/10/2025	12/10/2025	State Funds Purchase, ISD 0414	\$0.00	\$50,159.34	\$1.000	50,159.340
12200287	12/15/2025	12/15/2025	State Funds Purchase, ISD 0414	\$0.00	\$369,116.60	\$1.000	369,116.600
12232587	12/18/2025	12/18/2025	Online Wire Redemption	(\$250,000.00)	\$0.00	\$1.000	(250,000.000)
12243866	12/19/2025	12/19/2025	State Funds Purchase, ISD 0414	\$0.00	\$1,668.00	\$1.000	1,668.000
12266435	12/23/2025	12/23/2025	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
12309419	12/30/2025	12/30/2025	State Funds Purchase, ISD 0414	\$0.00	\$336,998.25	\$1.000	336,998.250
	12/31/2025	12/31/2025	Total Dividend Reinvestment	\$0.00	\$9,757.80	\$1.000	9,757.800
				<b>(\$400,000.00)</b>	<b>\$767,699.99</b>		<b>367,699.990</b>

Beginning Market Value: \$2,955,075.15 | Ending Market Value: \$3,322,775.14



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

12/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par	Market Value
IS				12/31/2025		IS Account Balance	\$3,322,775.14	3.757%	\$1.000	\$3,322,775.14	\$3,322,775.14
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	1389332-1	10/02/2025	10/02/2025	04/03/2026	Western Alliance Bank, CA	\$180,000.00	3.833%		\$183,459.15	\$180,000.00
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>\$4,217,675.14</b>			<b>\$4,255,586.70</b>	<b>\$4,217,675.14</b>

**Time and Dollar Weighted Average Portfolio Yield:** 4.091%

**Weighted Average Portfolio Maturity:** 92.42 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

## Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
IS	78.782%	\$3,322,775.14	IS Account
CD	21.218%	\$894,900.00	Certificate of Deposit

## Index

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

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

**Face/Par** is the amount received at maturity for fixed rate investments or the balance at statement date for pool investments.

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

## Deposit Codes

N	Single FEIN
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# MNTrust Monthly Statement

Minnesota ISD #414

**Please Note:**

THE FUND WILL BE CLOSED JANUARY 19TH IN OBSERVANCE OF THE MARTIN LUTHER KING, JR. HOLIDAY

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

12/1/2025 - 12/31/2025

<b>Investment Pool Summary</b>		<b>IS</b>
Beginning Market Balance		\$479,999.74
Dividends		\$1,531.74
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$481,531.48
Average Monthly Rate		3.757%
NAV / Share Price		1.000
<b>Total</b>		<b>\$481,531.48</b>
<b>Total Fixed Income</b>		<b>\$0.00</b>
<b>Account Total</b>		<b>\$481,531.48</b>

**Your Representative(s)**

**Xander Nguyen**

(612) 509-2564

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**Steve Pumper**

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*Representatives are associated with PMA Securities, LLC*

**Minnesota ISD #414**

504 N. Monroe St.

Minnesota, 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 12/1/2025 - 12/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	12/31/2025	12/31/2025	Total Dividend Reinvestment	\$0.00	\$1,531.74	\$1.000	1,531.740
				\$0.00	\$1,531.74		1,531.740

Beginning Market Value: \$479,999.74 | Ending Market Value: \$481,531.48



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

12/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par	Market Value
IS				12/31/2025		IS Account Balance	\$481,531.48	3.757%	\$1.000	\$481,531.48	\$481,531.48
							<b>\$481,531.48</b>			<b>\$481,531.48</b>	<b>\$481,531.48</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%	\$481,531.48	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

Minneota ISD #414

**Please Note:**

THE FUND WILL BE CLOSED JANUARY 19TH IN OBSERVANCE OF THE MARTIN LUTHER KING, JR. HOLIDAY

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

12/1/2025 - 12/31/2025

<b>Investment Pool Summary</b>		<b>IS</b>
Beginning Market Balance		\$2,074,500.91
Dividends		\$6,620.14
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$2,081,121.05
Average Monthly Rate		3.757%
NAV / Share Price		1.000
<b>Total</b>		<b>\$2,081,121.05</b>
<b>Total Fixed Income</b>		<b>\$0.00</b>
<b>Account Total</b>		<b>\$2,081,121.05</b>

**Your Representative(s)**

**Xander Nguyen**

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**Minneota 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 12/1/2025 - 12/31/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	12/31/2025	12/31/2025	Total Dividend Reinvestment	\$0.00	\$6,620.14	\$1.000	6,620.140
				\$0.00	\$6,620.14		6,620.140

Beginning Market Value: \$2,074,500.91 | Ending Market Value: \$2,081,121.05



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

12/31/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par	Market Value
IS				12/31/2025		IS Account Balance	\$2,081,121.05	3.757%	\$1.000	\$2,081,121.05	\$2,081,121.05
							<b>\$2,081,121.05</b>			<b>\$2,081,121.05</b>	<b>\$2,081,121.05</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%	\$2,081,121.05	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	\$425,153.37
02	Food Service Fund	\$25,646.96
04	Community Service	\$5,823.54
07	Debt Service Fund	\$1,383,125.00
<b>Report Total</b>		<b>\$1,839,748.87</b>

Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type
PMA	01812			US BANK				Wire
			E	07 005 910 000 000 720	2018A Interest		\$56,100.00	
			E	07 005 910 000 000 710	2018A Principal		\$210,000.00	
PO#:	Voucher #:	51776	Invoice	Invoice No: 3084140		1/14/2026		Paid Amt: \$266,100.00
								Check Amount: \$266,100.00
PMA	01812			US BANK				Wire
			E	07 005 910 000 000 720	2016B Interest		\$13,250.00	
			E	07 005 910 000 000 710	2016A Bond		\$430,000.00	
PO#:	Voucher #:	51777	Invoice	Invoice No: 3092462		1/14/2026		Paid Amt: \$443,250.00
								Check Amount: \$443,250.00
PMA	01812			US BANK				Wire
			E	07 005 910 000 000 720	2016A Interest		\$19,006.25	
			E	07 005 910 000 000 710	2016B Bond		\$245,000.00	
PO#:	Voucher #:	51778	Invoice	Invoice No: 3092469		1/14/2026		Paid Amt: \$264,006.25
								Check Amount: \$264,006.25
PMA	01812			US BANK				Wire
			E	07 005 910 000 000 720	2023B Interest		\$52,800.00	
PO#:	Voucher #:	51774	Invoice	Invoice No: 3092331		1/14/2026		Paid Amt: \$52,800.00
								Check Amount: \$52,800.00
PMA	01812			US BANK				Wire
			E	07 005 910 000 000 720	2023A Interest		\$13,000.00	
			E	07 005 910 000 000 710	2023A Principal		\$250,000.00	
PO#:	Voucher #:	51775	Invoice	Invoice No: 3092332		1/14/2026		Paid Amt: \$263,000.00
								Check Amount: \$263,000.00
PMA	01812			US BANK				Wire
			E	07 005 910 000 000 720	2018B Interest		\$13,343.75	
			E	07 005 910 000 000 710	2018A Principal		\$80,000.00	
PO#:	Voucher #:	51779	Invoice	Invoice No: 3092459		1/15/2026		Paid Amt: \$93,343.75
								Check Amount: \$93,343.75
SBT	3034			elan Corporate				Wire
			E	01 005 257 000 000 401	Fiber Patch Cable - 5 pack		\$17.43	
PO#: 11332	Voucher #:	51548	Invoice	Invoice No: Nov/Dec 25 Stmt		12/15/2025		Paid Amt: \$17.43
			E	01 100 203 034 000 430	Westing Game Movie- (fastest shippment if pos:		\$26.06	
			E	01 100 203 034 000 430	Freight		\$12.17	
PO#: 11338	Voucher #:	51549	Invoice	Invoice No: Nov/Dec 25 Stmt		12/15/2025		Paid Amt: \$38.23
			E	01 100 203 023 000 430	Neenah White Index Paper, Mediumweight, 300		\$16.99	

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01	100 203 023 000 430	Amazon Basics Clear Thermal Laminating Plasti		\$17.99	
			E 01	100 203 023 000 430	PAG Mail Sorter, Wood Countertop Literature Or		\$69.99	
			E 01	100 203 023 000 430	Freight		\$6.40	
<b>PO#: 11328</b>	<b>Voucher #:</b>	<b>51550</b>	Invoice	<b>Invoice No:</b>	Nov/Dec 25 Stmt	<b>12/15/2025</b>		<b>Paid Amt: \$111.37</b>
			E 01	100 203 029 000 430	Samsill 100 Pack Transparent Printer Sheets, P		\$26.12	
			E 01	100 203 029 000 430	VELCRO Brand Dots with Adhesive   250pk, Bla		\$13.96	
			E 01	100 203 029 000 430	Big Discoveries Dumpster Dice - Fast-Paced Fa		\$21.24	
			E 01	100 203 029 000 430	Freight		\$5.24	
<b>PO#: 11344</b>	<b>Voucher #:</b>	<b>51551</b>	Invoice	<b>Invoice No:</b>	Nov/Dec 25 stmt	<b>12/15/2025</b>		<b>Paid Amt: \$66.56</b>
			E 01	300 212 000 000 430	1000 pencils		\$129.98	
			E 01	300 212 000 000 430	500 Pink Erasers		\$39.00	
			E 01	300 212 000 000 430	Freight		\$18.20	
<b>PO#: 11331</b>	<b>Voucher #:</b>	<b>51552</b>	Invoice	<b>Invoice No:</b>	Nov/Dec 25 Stmt	<b>12/15/2025</b>		<b>Paid Amt: \$187.18</b>
			E 01	005 257 000 000 401	Dell small barrel chargers - 65W		\$42.98	
<b>PO#: 11342</b>	<b>Voucher #:</b>	<b>51553</b>	Invoice	<b>Invoice No:</b>	Nov/Dec 25 Stmt	<b>12/15/2025</b>		<b>Paid Amt: \$42.98</b>
			E 01	300 341 000 830 430	42 Pieces 3D Printer Tools Kit		\$37.98	
<b>PO#: 11292</b>	<b>Voucher #:</b>	<b>51554</b>	Invoice	<b>Invoice No:</b>	Nov/Dec 25 Stmt	<b>12/15/2025</b>		<b>Paid Amt: \$37.98</b>
			E 01	100 203 032 000 430	A Soldier's Heart by Gary Paulsen		\$51.90	
<b>PO#: 11339</b>	<b>Voucher #:</b>	<b>51555</b>	Invoice	<b>Invoice No:</b>	Nov/Dec 25 Stmt	<b>12/15/2025</b>		<b>Paid Amt: \$51.90</b>
			E 01	100 203 034 000 430	Candy & Chocolate Assorted Variety Pack		\$39.98	
			E 01	100 203 034 000 430	AAA Batteries Duracell 24 Ct.		\$1.15	
			E 01	100 203 034 000 430	Nerf Football		\$12.49	
			E 01	100 203 034 000 430	Uno		\$6.97	
<b>PO#: 11340</b>	<b>Voucher #:</b>	<b>51556</b>	Invoice	<b>Invoice No:</b>	Nov/Dec 25 Stmt	<b>12/15/2025</b>		<b>Paid Amt: \$60.59</b>
			E 01	100 203 021 000 430	1 case (48) elf hats - split cost between Dalager		\$72.00	
			E 01	100 203 021 000 430	Freight		\$6.39	
<b>PO#: 11337</b>	<b>Voucher #:</b>	<b>51557</b>	Invoice	<b>Invoice No:</b>	Nov/Dec 25 Stmt	<b>12/15/2025</b>		<b>Paid Amt: \$78.39</b>
			E 01	300 298 000 000 401	MSHSL Wrestling Rule Book		\$8.00	
			E 01	300 298 000 000 401	MSHSL Wrestling Case Book		\$8.00	
			E 01	300 298 000 000 401	MSHSL Wrestling Scorebook		\$20.00	
			E 01	300 298 000 000 401	MSHSL basketball Scorebook		\$80.00	
			E 01	300 298 000 000 401	MSHSL Basketball Rule Book		\$16.00	
			E 01	300 298 000 000 401	MSHSL basketball case book		\$16.00	
			E 01	300 298 000 000 401	MSHSL Basketball handbook		\$18.00	
			E 01	300 298 000 000 401	Shipping		\$14.58	
<b>PO#: 11333</b>	<b>Voucher #:</b>	<b>51558</b>	Invoice	<b>Invoice No:</b>	Nov/Dec 25 Stmt	<b>12/15/2025</b>		<b>Paid Amt: \$180.58</b>

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01 300 294 213 000 401	Annual Subscription to Fast Draw Basketball Dr:		\$199.00		
PO#: 11346	Voucher #:	51559	Invoice	Invoice No: Nov/Dec 25 Stmt	12/15/2025		Paid Amt:	\$199.00
			E 01 005 720 000 000 401	ZOLL pedi-padz II electrode pads, Part #: 8900-i		\$127.00		
PO#: 11352	Voucher #:	51560	Invoice	Invoice No: Nov/Dec 25 Stmt	12/15/2025		Paid Amt:	\$127.00
			E 01 300 211 000 000 401	JUNIOR CLASS		\$215.90		
			E 01 300 296 213 000 366	Girls Basketball Coaches Due		\$69.75		
			E 01 300 294 211 000 369	State Football Expenses		\$13,028.43		
			E 04 005 505 280 321 305	Comm Ed Basketball Tournaments		\$2,378.88		
			E 01 300 298 000 000 401	Apple Subscription		\$12.74		
			E 01 100 203 033 000 430	K Buysse Classroom Expenses		\$12.50		
			E 01 100 203 030 000 430	J Josephson Classroom Expenses		\$43.69		
			E 01 005 810 000 000 401	Microwave - HS Workroom		\$148.99		
			E 01 100 790 000 000 369	Young Artist Workshop		\$330.00		
			E 01 005 640 000 316 366	Staff Development - All Levels		\$347.96		
			E 01 005 720 000 000 401	Nurse Supplies		\$20.89		
			E 01 005 640 000 316 366	Para Educator Courses		\$310.00		
			E 02 005 770 000 701 401	Kitchen Supplies		\$87.49		
			E 01 300 292 237 000 401	Musical Supplies		\$65.96		
			E 01 100 203 036 000 401	Christmas Angel Funds		\$147.90		
			E 01 005 760 000 720 440	Fuel		\$126.28		
			E 01 300 256 000 000 430	Science Supplies		\$35.99		
			E 01 300 292 237 000 401	Theater Supplies Return		(\$358.42)		
			E 01 005 110 000 000 401	Admin Subscription		\$211.51		
			E 01 100 203 037 000 401	Super Teacher Worksheets		\$24.95		
PO#:	Voucher #:	51561	Invoice	Invoice No: Nov/Dec 25 Stmt	12/15/2025		Paid Amt:	\$17,261.39
			E 01 300 211 000 000 401	Desktop Bookshelf		\$93.99		
			E 01 300 211 000 000 401	6-pack of 3-Ring Binders		\$23.11		
			E 01 300 211 000 000 401	Discount in Price		(\$5.61)		
PO#: 11326	Voucher #:	51546	Invoice	Invoice No: Nov/Dec 25 Stmt	12/15/2025		Paid Amt:	\$111.49
			E 01 005 257 000 000 401	Green Light Clickers		\$144.95		
PO#: 11330	Voucher #:	51547	Invoice	Invoice No: Nov/Dec 25 stmt	12/15/2025		Paid Amt:	\$144.95
							<b>Check Amount:</b>	<b>\$18,717.02</b>
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire		
			B 01 215 027	Group Health Insurance		\$36,714.30		
PO#:	Voucher #:	51586	Invoice	Invoice No: 12/1/2025	12/17/2025		Paid Amt:	\$36,714.30
							<b>Check Amount:</b>	<b>\$36,714.30</b>

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

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	01418			<b>HORACE MANN</b>		Wire			
		B 01	215 026		11/26 KL Auto Insurance		\$115.80		
		B 01	215 026		12/11 KL Auto Insurance		\$115.80		
<b>PO#:</b>	<b>Voucher #:</b>	<b>51587</b>	Invoice	<b>Invoice No:</b> 220034A	<b>12/17/2025</b>	<b>Paid Amt:</b>	<b>\$231.60</b>		
						<b>Check Amount:</b>	<b>\$231.60</b>		
SBT	4275			<b>Northeast Service Coop</b>		Wire			
		B 01	215 032		Group Dental Insurance		\$2,545.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>51585</b>	Invoice	<b>Invoice No:</b> 2505	<b>12/17/2025</b>	<b>Paid Amt:</b>	<b>\$2,545.00</b>		
						<b>Check Amount:</b>	<b>\$2,545.00</b>		
SBT	00127			<b>COMMISSIONER OF REVENUE</b>		Wire			
		B 01	215 013		ST TAX		\$7,062.97		
<b>PO#:</b>	<b>Voucher #:</b>	<b>51608</b>	Invoice	<b>Invoice No:</b> S2026120	<b>12/23/2025</b>	<b>Paid Amt:</b>	<b>\$7,062.97</b>		
		B 01	215 013		ST TAX		\$86.10		
<b>PO#:</b>	<b>Voucher #:</b>	<b>51614</b>	Invoice	<b>Invoice No:</b> S202612S0	<b>12/23/2025</b>	<b>Paid Amt:</b>	<b>\$86.10</b>		
						<b>Check Amount:</b>	<b>\$7,149.07</b>		
SBT	00594			<b>PUBLIC EMPLOYEES RETIREMENT</b>		Wire			
		B 01	215 017		PERA		\$8,982.75		
<b>PO#:</b>	<b>Voucher #:</b>	<b>51609</b>	Invoice	<b>Invoice No:</b> S2026120	<b>12/23/2025</b>	<b>Paid Amt:</b>	<b>\$8,982.75</b>		
						<b>Check Amount:</b>	<b>\$8,982.75</b>		
SBT	00710			<b>TEACHERS RETIREMENT</b>		Wire			
		B 01	215 018		TRA		\$3,918.20		
<b>PO#:</b>	<b>Voucher #:</b>	<b>51615</b>	Invoice	<b>Invoice No:</b> S202612S0	<b>12/23/2025</b>	<b>Paid Amt:</b>	<b>\$3,918.20</b>		
		B 01	215 018		TRA		\$24,793.56		
<b>PO#:</b>	<b>Voucher #:</b>	<b>51611</b>	Invoice	<b>Invoice No:</b> S2026120	<b>12/23/2025</b>	<b>Paid Amt:</b>	<b>\$24,793.56</b>		
						<b>Check Amount:</b>	<b>\$28,711.76</b>		
SBT	2313			<b>Educators Benefit Consultants</b>		Wire			
		B 01	215 000		PAYROLL DEDUCTIONS		\$1,613.80		
		B 01	215 085		MED FSA		\$825.00		
		B 01	215 086		PAYROLL DEDUCTIONS		\$645.91		
<b>PO#:</b>	<b>Voucher #:</b>	<b>51604</b>	Invoice	<b>Invoice No:</b> S2026120	<b>12/23/2025</b>	<b>Paid Amt:</b>	<b>\$3,084.71</b>		
						<b>Check Amount:</b>	<b>\$3,084.71</b>		
SBT	3017			<b>EFTPS</b>		Wire			
		B 01	215 010		FICA/MD		\$31,645.94		
		B 01	215 011		FED TAX		\$11,888.53		
<b>PO#:</b>	<b>Voucher #:</b>	<b>51606</b>	Invoice	<b>Invoice No:</b> S2026120	<b>12/23/2025</b>	<b>Paid Amt:</b>	<b>\$43,534.47</b>		
		B 01	215 010		FICA/MD		\$3,641.40		

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

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	3017			EFTPS		Wire			
			B 01 215 011	FED TAX			\$75.00		
PO#:	Voucher #:	51613	Invoice	Invoice No: S202612S0	12/23/2025	Paid Amt:	\$3,716.40		
						Check Amount:	\$47,250.87		
SBT	3022			Common Remitter		Wire			
			B 01 215 005	PAYANNU			\$598.41		
PO#:	Voucher #:	51605	Invoice	Invoice No: S2026120	12/23/2025	Paid Amt:	\$598.41		
			B 01 215 005	PAYANNU			\$5,828.91		
PO#:	Voucher #:	51612	Invoice	Invoice No: S2026120	12/23/2025	Paid Amt:	\$5,828.91		
			B 01 215 005	PAYANNU			\$200.34		
PO#:	Voucher #:	51610	Invoice	Invoice No: S2026120	12/23/2025	Paid Amt:	\$200.34		
						Check Amount:	\$6,627.66		
SBT	2819			EMC Insurance Companies		Wire			
			E 01 005 940 000 000 340	Property, Liability			\$5,889.38		
			E 01 005 760 000 720 340	Auto			\$669.70		
PO#:	Voucher #:	51621	Invoice	Invoice No: 7002753617	12/22/2025	Paid Amt:	\$6,559.08		
						Check Amount:	\$6,559.08		
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01 215 013	ST TAX			\$5,941.42		
PO#:	Voucher #:	51713	Invoice	Invoice No: S2026130	1/9/2026	Paid Amt:	\$5,941.42		
						Check Amount:	\$5,941.42		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA			\$7,169.96		
PO#:	Voucher #:	51714	Invoice	Invoice No: S2026130	1/9/2026	Paid Amt:	\$7,169.96		
						Check Amount:	\$7,169.96		
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA			\$23,770.55		
PO#:	Voucher #:	51716	Invoice	Invoice No: S2026130	1/9/2026	Paid Amt:	\$23,770.55		
						Check Amount:	\$23,770.55		
SBT	2313			Educators Benefit Consultants		Wire			
			B 01 215 085	MED FSA			\$1,412.50		
			B 01 215 035	HSA Employee Deduction			\$1,623.34		
PO#:	Voucher #:	51709	Invoice	Invoice No: S2026130	1/9/2026	Paid Amt:	\$3,035.84		
						Check Amount:	\$3,035.84		
SBT	3017			EFTPS		Wire			
			B 01 215 010	FICA/MD			\$27,348.78		

Minneota Public School  
Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	3017			EFTPS		Wire
			B 01 215 011	FED TAX		\$9,867.47
PO#:	Voucher #:	51711	Invoice	Invoice No: S2026130	1/9/2026	Paid Amt: \$37,216.25
						Check Amount: \$37,216.25
SBT	3022			Common Remitter		Wire
			B 01 215 005	PAYANNU		\$5,828.91
PO#:	Voucher #:	51717	Invoice	Invoice No: S2026130	1/9/2026	Paid Amt: \$5,828.91
			B 01 215 005	PAYANNU		\$200.34
PO#:	Voucher #:	51715	Invoice	Invoice No: S2026130	1/9/2026	Paid Amt: \$200.34
			B 01 215 005	PAYANNU		\$598.41
PO#:	Voucher #:	51710	Invoice	Invoice No: S2026130	1/9/2026	Paid Amt: \$598.41
						Check Amount: \$6,627.66
SBT	3034			elan Corporate		Wire
			E 01 300 211 000 000 406	Securly Pass		\$1,598.00
PO#: 11345	Voucher #:	51763	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt: \$1,598.00
			E 01 300 298 000 000 401	VINGLI 5 FT Narrow Folding Table,Premium Qu		\$69.99
			E 01 300 298 000 000 401	https://www.amazon.com/VINGLI-Folding-Premi		\$127.98
PO#: 11356	Voucher #:	51764	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt: \$197.97
			E 01 300 294 221 000 401	AC110-240V - AC Adaptor Charger Replacemer		\$22.36
			E 01 300 294 221 000 401	Mat Cart - need badly - saves on gym floor!		\$334.11
			E 01 300 294 221 000 401	64 inch Extendable Tripod		\$45.57
			E 01 300 294 221 000 401	Resistance Bands		\$26.63
PO#: 11358	Voucher #:	51765	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt: \$428.67
			E 01 300 294 221 000 401	3M Tegaderm 1624W Transparent Film Dressing		\$51.60
			E 01 300 294 221 000 401	Dynarex Cotton Ball Large Non-sterile, 1000 Co		\$32.96
			E 01 300 294 221 000 401	Lamisil AT Full Prescription Strength Antifungal (		\$39.09
PO#: 11355	Voucher #:	51766	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt: \$123.65
			E 01 300 292 236 035 401	JusArt Art Portfolio Bag, 24x36 Light Weight Poi		\$95.96
			E 01 300 292 236 035 401	Falling in Art 70" Adjustable Aluminum Display E		\$88.29
			E 01 300 292 236 035 401	Duchong 30 Count Highlighters Assorted Colors		\$12.99
PO#: 11361	Voucher #:	51767	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt: \$197.24
			E 01 300 296 213 000 401	lpad mount for tripod		\$12.62
PO#: 11357	Voucher #:	51768	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt: \$12.62
			E 01 300 256 000 000 430	Elementary Statistics using Excel 6E by Triola		\$91.29
PO#: 11367	Voucher #:	51769	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt: \$91.29
			E 01 005 257 000 000 401	3TB HDD for NAS		\$63.60

Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 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	16GB 3.0 USB jump drives		\$39.99		
PO#: 11362	Voucher #:	51770	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt:	\$103.59	
			E 01 300 212 000 000 430	Ivory soap, 4oz bars 10ea (pack of 6)		\$55.05		
PO#: 11365	Voucher #:	51771	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt:	\$55.05	
			E 01 300 215 000 000 430	WeWillWrite		\$60.00		
PO#: 11353	Voucher #:	51772	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt:	\$60.00	
			E 01 300 211 000 000 401	JUNIOR CLASS REIMBURSEMENT		\$2,348.85		
			E 01 300 211 000 000 401	STUDENT COUNCIL REIMBURSEMENT		\$440.29		
			E 01 300 292 207 000 369	National & State FCCLA Dues		\$340.00		
PO#:	Voucher #:	51773	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt:	\$3,129.14	
			E 01 100 203 025 000 430	S Buysse Classroom Supplies		\$14.06		
			E 01 100 203 034 000 430	S Domeier Classroom Supplies		\$77.48		
			E 01 100 203 033 000 430	K Buysse Classroom Supplies		\$12.50		
			E 01 100 203 026 000 430	D Gillingham Classroom Supplies		\$14.06		
			E 01 100 203 021 000 430	J Bradley Classroom Supplies		\$180.64		
			E 01 005 640 000 316 366	Staff Development - All Levels		\$2,766.68		
			E 01 005 257 000 000 401	Technology Supplies		\$187.22		
			E 01 300 296 228 000 366	Softball Coaches Dues		\$63.50		
			E 01 300 292 237 000 401	Theater Supplies		\$34.87		
			E 01 005 110 000 000 401	Admin Subscriptions		\$75.00		
			E 04 005 582 000 344 401	School Readiness Supplies		\$295.45		
			E 01 300 298 000 000 401	Apple Subscription		\$12.74		
			E 04 005 580 000 325 401	ECFE Supplies		\$70.82		
			E 01 100 203 000 000 430	Lamination Rolls		\$246.18		
PO#:	Voucher #:	51761	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt:	\$4,051.20	
			E 01 300 294 221 000 401	Titan Training Swing Bags - 20lbs		\$149.94		
			E 01 300 294 221 000 401	Titan Training Swing Bags - 25lbs		\$169.94		
			E 01 300 294 221 000 401	Titan Training Swing Bags - 30lbs		\$179.94		
			E 01 300 294 221 000 401	Titan Training Swing Bags - 35lbs		\$199.94		
			E 01 300 294 221 000 401	Titan Training Swing Bags - 45lbs		\$189.94		
			E 01 300 294 221 000 401	Freight		\$2.29		
PO#: 11358	Voucher #:	51762	Invoice	Invoice No: Dec25/Jan26 Stmt	1/14/2026	Paid Amt:	\$891.99	
						Check Amount:	\$10,940.41	
SBT	52612	00146		CTAM		Check		
			E 01 300 292 236 035 366	CTAM Department Membership		\$50.00		
			E 01 300 292 236 035 366	2025 Conference Fee		\$100.00		

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52612	00146		CTAM		Check		
			E 01 300 292 236 035 366	MSCA - MN Speech Coaches Association		\$20.00		
PO#:	Voucher #:	51544	Invoice	Invoice No: 12/4/2025	12/15/2025	Paid Amt:	\$170.00	
						Check Amount:	\$170.00	
SBT	52613	4381		Data Processing Design Inc.		Check		
			E 01 005 810 000 000 320	Monthly Useage Statement		\$131.99		
PO#:	Voucher #:	51541	Invoice	Invoice No: EGOLD-12167381	12/15/2025	Paid Amt:	\$131.99	
						Check Amount:	\$131.99	
SBT	52614	3844		Dufault Publishing, Inc.		Check		
			E 01 300 292 210 000 401	High School Yearbooks		\$4,235.00		
			E 01 300 292 210 000 401	Personalized Yearbooks		\$63.00		
			E 01 300 292 210 000 401	Online Payments		(\$4,059.83)		
PO#:	Voucher #:	51542	Invoice	Invoice No: 6050	12/15/2025	Paid Amt:	\$238.17	
						Check Amount:	\$238.17	
SBT	52615	01527		FRANKS ELECTRIC & PLUMBING INC		Check		
			E 01 005 865 000 370 350	Garage Boiler and Electrical Panels		\$265.00		
PO#:	Voucher #:	51540	Invoice	Invoice No: 27177-C	12/15/2025	Paid Amt:	\$265.00	
						Check Amount:	\$265.00	
SBT	52616	4336		Jessica Verly		Check		
			E 01 005 760 000 723 360	Transportation Agreement - 12/5 through 12/12		\$574.70		
PO#:	Voucher #:	51545	Invoice	Invoice No: 12/5 - 12/12	12/15/2025	Paid Amt:	\$574.70	
						Check Amount:	\$574.70	
SBT	52617	4126		KDS REPAIR LLC		Check		
			E 01 005 760 000 720 350	Repair on Broom Drive		\$492.93		
PO#:	Voucher #:	51538	Invoice	Invoice No: 1669	12/15/2025	Paid Amt:	\$492.93	
						Check Amount:	\$492.93	
SBT	52618	00892		SCHOOL SPECIALTY, INC		Check		
			E 01 100 203 000 000 430	Construction Paper - Black		\$259.50		
			E 01 100 203 000 000 430	Construction Paper - White		\$259.50		
PO#:	Voucher #:	51562	Invoice	Invoice No: 208136610062	12/15/2025	Paid Amt:	\$519.00	
						Check Amount:	\$519.00	
SBT	52619	2785		SHI		Check		
			E 01 005 257 000 000 401	Duo Advantage for edu Faculty users - Part# DL		\$1,848.05		
PO#: 11314	Voucher #:	51543	Invoice	Invoice No: B20580406	12/15/2025	Paid Amt:	\$1,848.05	
						Check Amount:	\$1,848.05	

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52620	00505		THE MINNEOTA MASCOT		Check
			E 01 005 010 000 000 305	School Board Minutes - October		\$168.00
PO#:	Voucher #:	51539	Invoice	Invoice No: 9335	12/15/2025	Paid Amt: \$168.00
						Check Amount: \$168.00
SBT	52621	4104		ED WATTS		Check
			E 01 300 294 213 000 305	12/16 V BBB Official		\$150.00
PO#:	Voucher #:	51570	Invoice	Invoice No: 12/16 V BBB	12/15/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52622	4643		Hudson Thostenson		Check
			E 01 300 294 213 000 305	12/15 JH BBB Official		\$60.00
PO#:	Voucher #:	51564	Invoice	Invoice No: 12/15 JH BBB	12/15/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	52625	4298		Mason Sellner		Check
			E 01 300 294 213 000 305	12/16 JH BBB Official		\$60.00
PO#:	Voucher #:	51566	Invoice	Invoice No: 12/16 JH BBB	12/15/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	52626	4298		Mason Sellner		Check
			E 01 300 294 213 000 305	12/16 V BBB Official		\$150.00
PO#:	Voucher #:	51569	Invoice	Invoice No: 12/16 V BBB	12/15/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52627	4243		MAX ROST		Check
			E 01 300 294 213 000 305	12/16 JH BBB Official		\$60.00
PO#:	Voucher #:	51565	Invoice	Invoice No: 12/16 JH BBB	12/15/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	52628	4251		Morgan Sanow		Check
			E 01 300 294 213 000 305	12/16 JH BBB Official		\$60.00
PO#:	Voucher #:	51568	Invoice	Invoice No: 12/16 JH BBB	12/15/2025	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	52629	4644		Nick Daugherty		Check
			E 01 300 294 213 000 305	12/16 V BBB Official		\$150.00
PO#:	Voucher #:	51571	Invoice	Invoice No: 12/16 V BBB	12/15/2025	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52630	4640		Adam Dalager		Check
			E 04 005 505 280 321 305	12/20 Boys Comm Ed Basketball Official		\$125.00
PO#:	Voucher #:	51578	Invoice	Invoice No: 12/20 Boys Comm Ed	12/17/2025	Paid Amt: \$125.00
						Check Amount: \$125.00

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52631	00017		AMERICAN FAMILY ASSURANCE		Check		
			B 01 215 026	Group Cancer Insurance			\$1,168.00	
PO#:	Voucher #:	51588	Invoice	Invoice No: 325118	12/17/2025	Paid Amt:	\$1,168.00	
						Check Amount:	\$1,168.00	
SBT	52632	4338		Anthony Rybinski		Check		
			E 04 005 505 280 321 305	12/20 Boys Comm Ed Basketball Official			\$125.00	
PO#:	Voucher #:	51576	Invoice	Invoice No: 12/20 Boys Comm Ed	12/17/2025	Paid Amt:	\$125.00	
						Check Amount:	\$125.00	
SBT	52633	2323		Borch Sporting Goods		Check		
			E 01 300 211 000 000 401	STUDENT COUNCIL SHIRTS			\$276.00	
			E 01 300 211 000 000 401	STUDENT COUNCIL NAMES			\$55.00	
PO#:	Voucher #:	51573	Invoice	Invoice No: AYA003414-YA03	12/17/2025	Paid Amt:	\$331.00	
						Check Amount:	\$331.00	
SBT	52634	3729		Border States Electric		Check		
			E 01 005 865 000 370 401	Lith - D2VLADPOPT 2x4			\$134.52	
PO#:	Voucher #:	51572	Invoice	Invoice No: 931660092	12/17/2025	Paid Amt:	\$134.52	
						Check Amount:	\$134.52	
SBT	52638	3303		Legal Shield		Check		
			B 01 215 033	Group Legal Deduction			\$181.40	
PO#:	Voucher #:	51589	Invoice	Invoice No: 12/12/2025	12/17/2025	Paid Amt:	\$181.40	
						Check Amount:	\$181.40	
SBT	52639	4243		MAX ROST		Check		
			E 04 005 505 280 321 305	12/20 Boys Comm Ed Basketball Official			\$125.00	
PO#:	Voucher #:	51579	Invoice	Invoice No: 12/20 Boys Comm Ed	12/17/2025	Paid Amt:	\$125.00	
						Check Amount:	\$125.00	
SBT	52640	1080		MN NCPERS Life Insurance		Check		
			B 01 215 025	SB Life - January 2026			\$16.00	
PO#:	Voucher #:	51583	Invoice	Invoice No: 185001012026	12/17/2025	Paid Amt:	\$16.00	
						Check Amount:	\$16.00	
SBT	52641	3651		One Office Solution		Check		
			E 01 005 110 000 000 401	Copy Paper 8.5x11			\$1,455.00	
PO#:	Voucher #:	51590	Invoice	Invoice No: 632708-00	12/17/2025	Paid Amt:	\$1,455.00	
						Check Amount:	\$1,455.00	

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647    Payment Date: 12/15/2025-1/31/2026    Period: 202601-202607    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52643	4242		Ryan Dalager		Check		
			E 04 005 505 280 321 305	12/20 Comm Ed Boys Basketball Official		\$125.00		
PO#:	Voucher #:	51577	Invoice	Invoice No: 12/20 Boys Comm Ed	12/17/2025		Paid Amt:	\$125.00
							Check Amount:	\$125.00
SBT	52644	4641		Sawyer DeSmet		Check		
			E 04 005 505 280 321 305	12/20 Comm Ed Boys Basketball Official		\$125.00		
PO#:	Voucher #:	51574	Invoice	Invoice No: 12/20 Boys Comm Ed	12/17/2025		Paid Amt:	\$125.00
							Check Amount:	\$125.00
SBT	52645	4518		VSP Insurance Co (CT)		Check		
			B 01 215 034	Group Vision Insurance		\$227.98		
PO#:	Voucher #:	51584	Invoice	Invoice No: 824215407	12/17/2025		Paid Amt:	\$227.98
							Check Amount:	\$227.98
SBT	52646	2323		Borch Sporting Goods		Check		
			E 01 300 296 213 000 369	12/29 & 12/30 GBB Classic Tournament		\$410.00		
PO#:	Voucher #:	51594	Invoice	Invoice No: 12/29 & 12/30 GBB	12/19/2025		Paid Amt:	\$410.00
							Check Amount:	\$410.00
SBT	52647	4439		Braeden Panka		Check		
			E 01 300 294 213 000 305	12/12 JH BBB Official		\$60.00		
PO#:	Voucher #:	51515	Invoice	Invoice No: 12/12 JH BBB	12/19/2025		Paid Amt:	\$60.00
			E 04 005 505 280 321 305	12/13 Comm Ed Official		\$125.00		
PO#:	Voucher #:	51519	Invoice	Invoice No: 12/13 Comm Ed	12/19/2025		Paid Amt:	\$125.00
							Check Amount:	\$185.00
SBT	52648	4550		Carson Becker		Check		
			E 01 300 298 000 000 185	12/1 to 12/15 Games		\$80.00		
PO#:	Voucher #:	51600	Invoice	Invoice No: 12/2 - 12/15 Games	12/19/2025		Paid Amt:	\$80.00
							Check Amount:	\$80.00
SBT	52649	4136		JARED JOSEPHSON		Check		
			E 04 005 505 280 321 305	12/20 Comm Ed Boys Basketball Official		\$62.50		
PO#:	Voucher #:	51591	Invoice	Invoice No: 12/20 Comm Ed Boys	12/19/2025		Paid Amt:	\$62.50
							Check Amount:	\$62.50
SBT	52650	4231		JASMINE DESMET		Check		
			E 01 300 298 000 000 185	12/1 - 12/15 Games		\$40.00		
PO#:	Voucher #:	51601	Invoice	Invoice No: 12/1 - 12/15 Games	12/19/2025		Paid Amt:	\$40.00
							Check Amount:	\$40.00

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52651	4306		JASON BOE		Check		
			E 04 005 505 280 321 185	3rd Boys Comm Ed Coach		\$100.00		
PO#:	Voucher #:	51596	Invoice	Invoice No: 3rd Boys Comm Eb	12/19/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
SBT	52652	4240		JEREN ROST		Check		
			E 01 300 298 000 000 185	12/1 - 12/15 Games		\$40.00		
PO#:	Voucher #:	51602	Invoice	Invoice No: 12/1 - 12/15 Games	12/19/2025	Paid Amt:	\$40.00	
						Check Amount:	\$40.00	
SBT	52653	00380		Johnson Controls Building Solutions LLC		Check		
			E 01 005 865 000 380 305	January 2026 - March 2026 Agreement		\$6,148.00		
PO#:	Voucher #:	51599	Invoice	Invoice No: 1-136939860078	12/19/2025	Paid Amt:	\$6,148.00	
						Check Amount:	\$6,148.00	
SBT	52654	1107		KEVEN LARSON		Check		
			E 04 005 505 280 321 305	12/20 Boys Comm Ed Basketball Officials		\$62.50		
PO#:	Voucher #:	51592	Invoice	Invoice No: 12/20 Boys Comm Ed	12/19/2025	Paid Amt:	\$62.50	
						Check Amount:	\$62.50	
SBT	52655	4029		LOGAN SUSSNER		Check		
			E 01 300 298 000 000 185	12/1 - 12/15 Games		\$40.00		
PO#:	Voucher #:	51603	Invoice	Invoice No: 12/1 - 12/15 Games	12/19/2025	Paid Amt:	\$40.00	
						Check Amount:	\$40.00	
SBT	52656	00454		MARSHALL PUBLIC SCHOOLS		Check		
			E 01 300 294 213 000 369	12/27 & 12/31 Holiday Classic - Boys		\$100.00		
PO#:	Voucher #:	51593	Invoice	Invoice No: 12/27 & 12/31 Holida	12/19/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
SBT	52657	4575		Rachel Nuese		Check		
			E 04 005 505 280 321 185	5th Grade Girls Comm Ed Coach		\$200.00		
PO#:	Voucher #:	51595	Invoice	Invoice No: 5th Girls Comm Ed	12/19/2025	Paid Amt:	\$200.00	
						Check Amount:	\$200.00	
SBT	52658	4596		State Supply		Check		
			E 01 005 865 000 380 350	8426401-002 Armstrong 6" Casing Gasket		\$41.86		
			E 01 005 865 000 380 350	8975000-982 Armstrong Seal Kit		\$296.36		
			E 01 005 865 000 380 350	810150-251 Armstrong SST Shaft Sleeve Kit		\$511.67		
			E 01 005 865 000 380 350	Freight		\$74.68		
PO#: 11157	Voucher #:	51597	Invoice	Invoice No: 710491	12/19/2025	Paid Amt:	\$924.57	
						Check Amount:	\$924.57	

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

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52659	00505		THE MINNEOTA MASCOT		Check			
			E 01	005 010 000 000 305	Hiring Ads - Counselor & Paraprofessional		\$738.00		
PO#:	Voucher #:	51598	Invoice	Invoice No:	12/1/2025 Stmt		12/19/2025	Paid Amt:	\$738.00
								Check Amount:	\$738.00
SBT	52660	01568		Minneota Education Minnesota Organization		Check			
			B 01	215 028	DUES		\$1,261.77		
PO#:	Voucher #:	51607	Invoice	Invoice No:	S2026120		12/23/2025	Paid Amt:	\$1,261.77
								Check Amount:	\$1,261.77
SBT	52661	02041		BISBEE PLUMBING & HEATING		Check			
			E 01	005 810 000 000 350	Mixing Valve - Ordered New Valve		\$4,470.00		
PO#:	Voucher #:	51625	Invoice	Invoice No:	75356		12/22/2025	Paid Amt:	\$4,470.00
								Check Amount:	\$4,470.00
SBT	52662	4646		Brody Larson		Check			
			E 01	300 296 213 000 305	12/22 GBB Official		\$60.00		
PO#:	Voucher #:	51638	Invoice	Invoice No:	12/22 GBB		12/22/2025	Paid Amt:	\$60.00
								Check Amount:	\$60.00
SBT	52663	00092		CARLSON & STEWART REFRIG		Check			
			E 01	005 810 000 000 350	Ice Machine - Kitchen Area		\$122.50		
PO#:	Voucher #:	51628	Invoice	Invoice No:	73837		12/22/2025	Paid Amt:	\$122.50
								Check Amount:	\$122.50
SBT	52664	3676		DANIEL DOLAN		Check			
			E 01	300 294 213 000 305	12/22 BBB Official		\$150.00		
PO#:	Voucher #:	51635	Invoice	Invoice No:	12/22 BBB		12/22/2025	Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52665	4104		ED WATTS		Check			
			E 01	300 296 213 000 305	12/22 GBB Official		\$150.00		
PO#:	Voucher #:	51632	Invoice	Invoice No:	12/22 GBB		12/22/2025	Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52666	4563		Glenn Dirksen		Check			
			E 01	300 294 213 000 305	12/22 BBB Official		\$150.00		
PO#:	Voucher #:	51634	Invoice	Invoice No:	12/22 BBB		12/22/2025	Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52667	3120		Impact Applications Inc		Check			
			E 01	300 298 000 000 401	Additional Post Injury Test		\$300.00		
PO#:	Voucher #:	51624	Invoice	Invoice No:	20254707		12/22/2025	Paid Amt:	\$300.00
								Check Amount:	\$300.00

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52668	1107		KEVEN LARSON		Check			
			E 01	300 296 213 000 305	12/22 GBB Official		\$60.00		
PO#:	Voucher #:	51631	Invoice	Invoice No:	12/22 GBB		12/22/2025	Paid Amt:	\$60.00
								Check Amount:	\$60.00
SBT	52669	4243		MAX ROST		Check			
			E 01	300 294 213 000 305	12/22 BBB Official		\$60.00		
PO#:	Voucher #:	51636	Invoice	Invoice No:	12/22 BBB		12/22/2025	Paid Amt:	\$60.00
								Check Amount:	\$60.00
SBT	52670	4052		NICOLE LONGTIN		Check			
			E 04	005 505 280 321 185	3rd Grade - Comm Ed Girls Coach		\$200.00		
PO#:	Voucher #:	51622	Invoice	Invoice No:	Comm Ed Girls		12/22/2025	Paid Amt:	\$200.00
								Check Amount:	\$200.00
SBT	52671	4543		Parker Freebrug		Check			
			E 01	300 296 213 000 305	12/22 GBB Official		\$150.00		
PO#:	Voucher #:	51630	Invoice	Invoice No:	12/22 GBB		12/22/2025	Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52672	3539		ROBERT DOLAN		Check			
			E 01	300 296 213 000 305	12/22 GBB Official		\$150.00		
PO#:	Voucher #:	51629	Invoice	Invoice No:	12/22 GBB		12/22/2025	Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52673	4242		Ryan Dalager		Check			
			E 01	300 294 213 000 305	12/22 BBB Official		\$60.00		
PO#:	Voucher #:	51633	Invoice	Invoice No:	12/22 BBB		12/22/2025	Paid Amt:	\$60.00
								Check Amount:	\$60.00
SBT	52674	3964		RYAN STOTESBERY		Check			
			E 01	300 294 213 000 305	12/22 BBB Official		\$150.00		
PO#:	Voucher #:	51637	Invoice	Invoice No:	12/22 BBB		12/22/2025	Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52675	00892		SCHOOL SPECIALTY, INC		Check			
			E 01	100 240 000 000 430	9-084808 144 pack School Smart #2 Pencils		\$19.75		
			E 01	100 240 000 000 430	9-085026 Fine Black School Smart Felt Tip Pen:		\$9.09		
			E 01	100 240 000 000 430	9-084465 Magnetic Dry Eraser		\$2.91		
			E 01	100 240 000 000 430	9-1334760 22 oz Expo Dry Erase Cleaner Bottle		\$11.50		
			E 01	100 240 000 000 430	9-085006 7 inch Bent Value Scissors		\$11.16		
			E 01	100 240 000 000 430	9-2124041 28 oz Pack of 12 Purple Glue Sticks		\$6.43		
			E 01	100 240 000 000 430	9-054108 12x18 pack of 50 Tru-Ray Sky Blue C		\$10.38		

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647    Payment Date: 12/15/2025-1/31/2026    Period: 202601-202607    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52675	00892		<b>SCHOOL SPECIALTY, INC</b>		Check		
			E 01	100 240 000 000 430	220335 Crayola Bulk Markers Broad Line Black	\$8.02		
PO#:	11359	Voucher #:	51626	Invoice	Invoice No: 208136627944	12/22/2025	Paid Amt:	\$79.24
							Check Amount:	\$79.24
SBT	52676	4316		<b>TMB GIRLS BASKETBALL</b>		Check		
			E 01	300 296 213 000 369	1/10 GBB Tournament	\$80.00		
PO#:		Voucher #:	51623	Invoice	Invoice No: 1/10 GBB	12/22/2025	Paid Amt:	\$80.00
							Check Amount:	\$80.00
SBT	52677	3279		<b>TOLK GRAVELING LLC</b>		Check		
			E 01	005 810 191 000 350	Hrs - Loader Snow Removal	\$1,080.00		
PO#:		Voucher #:	51627	Invoice	Invoice No: 8469	12/22/2025	Paid Amt:	\$1,080.00
							Check Amount:	\$1,080.00
SBT	52678	4322		<b>AFSCME</b>		Check		
			B 01	215 080	12/10 Dues	\$405.05		
			B 01	215 080	12/25 Dues	\$405.05		
PO#:		Voucher #:	51618	Invoice	Invoice No: Dec Dues 2025	12/22/2025	Paid Amt:	\$810.10
							Check Amount:	\$810.10
SBT	52680	4630		<b>Gurstel Law Firm</b>		Check		
			B 01	215 079	12/10 Deduction	\$240.19		
			B 01	215 079	12/23 Deduction	\$240.19		
PO#:		Voucher #:	51619	Invoice	Invoice No: SG Garnishment	12/22/2025	Paid Amt:	\$480.38
							Check Amount:	\$480.38
SBT	52681	2490		<b>USAbLe Life</b>		Check		
			B 01	215 027	Group Life - Payroll Deduction	\$109.20		
PO#:		Voucher #:	51617	Invoice	Invoice No: 0006251778	12/22/2025	Paid Amt:	\$109.20
			B 01	215 027	Group Life - Payroll Deduction	\$44.80		
PO#:		Voucher #:	51616	Invoice	Invoice No: 0006251772	12/22/2025	Paid Amt:	\$44.80
							Check Amount:	\$154.00
SBT	52682	4250		<b>American Welding &amp; Gas, Inc</b>		Check		
			E 01	300 301 000 830 433	MDX-250 Acculea Ock Mdx	\$500.00		
PO#:		Voucher #:	51640	Invoice	Invoice No: 0011335997	12/30/2025	Paid Amt:	\$500.00
			E 01	300 301 000 830 433	PowerMax45 Safety Trigger	\$26.19		
PO#:		Voucher #:	51643	Invoice	Invoice No: 0011332181	12/30/2025	Paid Amt:	\$26.19
							Check Amount:	\$526.19

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647    Payment Date: 12/15/2025-1/31/2026    Period: 202601-202607    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52683	2347		<b>Avera Marshall Regional Med Ct</b>		Check		
			E 01	300 298 000 000 305	Training Hours - 10/19 through 11/15		\$1,360.00	
PO#:	Voucher #:	51641	Invoice	Invoice No: CINV-015184	12/30/2025	Paid Amt:	\$1,360.00	
						Check Amount:	\$1,360.00	
SBT	52684	1689		<b>Bend Rite Fabrication, Inc.</b>		Check		
			E 01	300 301 000 830 433	EF - Steel Square Tube		\$57.54	
			E 01	300 301 000 830 433	NVK - Steel Square Tube		\$65.76	
			E 01	300 301 000 830 433	Steel Plate		\$162.40	
			E 01	300 301 000 830 433	JJ - Steel Plate		\$76.10	
PO#:	Voucher #:	51649	Invoice	Invoice No: 66982	12/30/2025	Paid Amt:	\$361.80	
						Check Amount:	\$361.80	
SBT	52685	2323		<b>Borch Sporting Goods</b>		Check		
			E 01	005 810 000 000 401	Jaypro Leg Protectors		\$12.00	
			E 01	005 810 000 000 401	Freight		\$22.84	
PO#:	Voucher #:	51644	Invoice	Invoice No: AAT014172-AT01	12/30/2025	Paid Amt:	\$34.84	
						Check Amount:	\$34.84	
SBT	52686	4099		<b>Cole Papers Inc</b>		Check		
			E 01	005 810 000 000 401	CMP-3QD Upright Vacuum w/ Tools 14" Pro Ser		\$720.52	
PO#: 11354	Voucher #:	51646	Invoice	Invoice No: 10665869	12/30/2025	Paid Amt:	\$720.52	
						Check Amount:	\$720.52	
SBT	52687	00352		<b>J W PEPPER OF MINNEAPOLIS</b>		Check		
			E 01	300 258 233 000 430	Alone EPrint		\$75.00	
			E 01	300 258 233 000 430	Going Home EPrint		\$55.00	
PO#: 11341	Voucher #:	51645	Invoice	Invoice No: 368039710	12/30/2025	Paid Amt:	\$130.00	
						Check Amount:	\$130.00	
SBT	52688	4336		<b>Jessica Verly</b>		Check		
			E 01	005 760 000 723 360	Transportation Agreement - 12/15 to 12/19		\$456.40	
PO#:	Voucher #:	51639	Invoice	Invoice No: 12/15 - 12/19	12/30/2025	Paid Amt:	\$456.40	
						Check Amount:	\$456.40	
SBT	52689	2701		<b>Martin Hennen</b>		Check		
			E 01	005 110 000 000 401	12/23 ACH - Fail		\$1,774.75	
PO#:	Voucher #:	51647	Invoice	Invoice No: 12/23 ACH Fail	12/30/2025	Paid Amt:	\$1,774.75	
						Check Amount:	\$1,774.75	

Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52690	3722		MN RIVER VALLEY EDUCATION DISTRICT		Check			
			E 01 005 640 000 316 305	25-26 - Quarter 1 Billing			\$7,148.84		
PO#:	Voucher #:	51648	Invoice	Invoice No: Quarter 1 - 25-26	12/30/2025	Paid Amt:		\$7,148.84	
						Check Amount:		\$7,148.84	
SBT	52691	00892		SCHOOL SPECIALTY, INC		Check			
			E 01 300 292 236 035 401	School Smart Foam Boards, 20 x 30 Inches, BL			\$225.40		
PO#: 11360	Voucher #:	51642	Invoice	Invoice No: 208136635511	12/30/2025	Paid Amt:		\$225.40	
						Check Amount:		\$225.40	
SBT	52692	1107		KEVEN LARSON		Check			
			E 01 300 294 213 000 305	12/15 JH BBB Official			\$60.00		
PO#:	Voucher #:	51563	Invoice	Invoice No: 12/15 JH BBB	12/30/2025	Paid Amt:		\$60.00	
			E 01 300 294 213 000 305	12/16 JH BBB Official			\$60.00		
PO#:	Voucher #:	51567	Invoice	Invoice No: 12/16 JH BBB	12/30/2025	Paid Amt:		\$60.00	
			E 01 300 296 213 000 305	12/2 C Squad GBB Official			\$60.00		
PO#:	Voucher #:	51442	Invoice	Invoice No: 12/2 C Squad GBB	12/30/2025	Paid Amt:		\$60.00	
			E 01 300 294 213 000 305	12/12 JH BBB Official			\$60.00		
PO#:	Voucher #:	51514	Invoice	Invoice No: 12/12 JH BBB	12/30/2025	Paid Amt:		\$60.00	
						Check Amount:		\$240.00	
SBT	52693	4324		BRETT BUSSKOH		Check			
			E 01 300 296 213 000 305	1/2 GBB Official			\$150.00		
PO#:	Voucher #:	51659	Invoice	Invoice No: 1/2 GBB	1/2/2026	Paid Amt:		\$150.00	
						Check Amount:		\$150.00	
SBT	52694	4646		Brody Larson		Check			
			E 04 005 505 280 321 305	1/3 Comm Ed Girls Official			\$125.00		
PO#:	Voucher #:	51652	Invoice	Invoice No: 1/3 Comm Ed Girls	1/2/2026	Paid Amt:		\$125.00	
						Check Amount:		\$125.00	
SBT	52695	3310		CLINT SCHILLER		Check			
			E 01 300 296 213 000 305	1/2 GBB Official			\$150.00		
PO#:	Voucher #:	51660	Invoice	Invoice No: 1/2 GBB	1/2/2026	Paid Amt:		\$150.00	
						Check Amount:		\$150.00	
SBT	52696	4099		Cole Papers Inc		Check			
			E 01 005 810 000 000 401	Custodial Supplies			\$680.78		
PO#:	Voucher #:	51665	Invoice	Invoice No: 10643917x2	1/2/2026	Paid Amt:		\$680.78	
						Check Amount:		\$680.78	

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

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52697	4647		Drew Werkman		Check			
			E 04 005 505 280 321 305	1/3 Comm Ed Girls Official		\$125.00			
PO#:	Voucher #:	51654	Invoice	Invoice No:	1/3 Comm Ed Girls	1/2/2026	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
SBT	52698	4583		Easton Johnston		Check			
			E 04 005 505 280 321 305	1/3 Comm Ed Girls Official		\$125.00			
PO#:	Voucher #:	51653	Invoice	Invoice No:	1/3 Comm Ed Girls	1/2/2026	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
SBT	52699	4094		ESJD - SIOUX FALLS		Check			
			E 02 005 770 000 701 495	Milk		\$3,437.61			
PO#:	Voucher #:	51668	Invoice	Invoice No:	12/31/25 Stmt	1/2/2026	Paid Amt:	\$3,437.61	
							Check Amount:	\$3,437.61	
SBT	52700	4136		JARED JOSEPHSON		Check			
			E 04 005 505 280 321 305	1/3 Comm Ed Girls Official		\$125.00			
PO#:	Voucher #:	51651	Invoice	Invoice No:	1/3 Comm Ed Girls	1/2/2026	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
SBT	52701	1107		KEVEN LARSON		Check			
			E 01 300 296 213 000 305	1/2 GBB Official		\$60.00			
PO#:	Voucher #:	51662	Invoice	Invoice No:	1/2 GBB	1/2/2026	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	52702	4060		LYDIA SUSSNER		Check			
			E 04 005 505 280 321 305	1/3 Comm Ed Girls Official		\$125.00			
PO#:	Voucher #:	51650	Invoice	Invoice No:	1/3 Comm Ed Girls	1/2/2026	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
SBT	52703	3631		MICHAEL BRUER		Check			
			E 01 300 296 213 000 305	1/2 GBB Official		\$150.00			
PO#:	Voucher #:	51658	Invoice	Invoice No:	1/2 GBB	1/2/2026	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
SBT	52704	01175		MINN. ELEVATOR SERVICE, INC.		Check			
			E 01 005 865 000 347 305	January Monthly Service		\$219.43			
PO#:	Voucher #:	51664	Invoice	Invoice No:	1164524	1/2/2026	Paid Amt:	\$219.43	
							Check Amount:	\$219.43	
SBT	52705	2505		Minneota Bus Service		Check			
			E 01 005 760 000 720 305	Tuition Route		\$5,385.06			

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52705	2505		<b>Minneota Bus Service</b>		Check			
			E 01	005 760 000 720 305	Regular Routes		\$34,991.58		
PO#:	Voucher #:	51666	Invoice	Invoice No:	January 2026 Routes	1/2/2026		Paid Amt:	\$40,376.64
								Check Amount:	\$40,376.64
SBT	52706	4251		<b>Morgan Sanow</b>		Check			
			E 01	300 296 213 000 305	1/2 GBB Official		\$60.00		
PO#:	Voucher #:	51661	Invoice	Invoice No:	1/2 GBB	1/2/2026		Paid Amt:	\$60.00
								Check Amount:	\$60.00
SBT	52707	00602		<b>Performance Foodservice - Marshall</b>		Check			
			E 02	005 770 000 701 490	Food Service		\$6,636.42		
			E 02	005 770 000 707 490	Ala Carte		\$1,192.28		
			E 02	005 770 000 701 401	Supplies		\$511.33		
PO#:	Voucher #:	51663	Invoice	Invoice No:	12/31/25 Stmt	1/2/2026		Paid Amt:	\$8,340.03
								Check Amount:	\$8,340.03
SBT	52708	01833		<b>RTR PUBLIC SCHOOL</b>		Check			
			E 01	300 294 213 000 369	1/10 BBB Tournament		\$80.00		
PO#:	Voucher #:	51657	Invoice	Invoice No:	1/10 BBB	1/2/2026		Paid Amt:	\$80.00
								Check Amount:	\$80.00
SBT	52709	4403		<b>Sysco Western Minnesota, Inc.</b>		Check			
			E 02	005 770 000 701 490	Food Service		\$11,680.64		
			E 02	005 770 000 701 490	Commodity Shipping		\$232.50		
			E 02	005 770 000 707 490	Ala Carte		\$190.36		
			E 02	005 770 000 701 401	Supplies		\$138.06		
PO#:	Voucher #:	51667	Invoice	Invoice No:	12/31/25 Stmt	1/2/2026		Paid Amt:	\$12,241.56
								Check Amount:	\$12,241.56
SBT	52710	4648		<b>Tate Peterson</b>		Check			
			E 04	005 505 280 321 305	1/3 Comm Ed Girls Official		\$125.00		
PO#:	Voucher #:	51655	Invoice	Invoice No:	1/3 Comm Ed Girls	1/2/2026		Paid Amt:	\$125.00
								Check Amount:	\$125.00
SBT	52711	00286		<b>YELLOW MEDICINE EAST</b>		Check			
			E 01	300 294 221 000 369	1/5 Wrestling Invite		\$75.00		
PO#:	Voucher #:	51656	Invoice	Invoice No:	1/5 Wrestling	1/2/2026		Paid Amt:	\$75.00
								Check Amount:	\$75.00

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52712	4640		Adam Dalager		Check		
			E 01	300 294 213 000 305	1/9 BBB Official		\$60.00	
PO#:	Voucher #:	51703	Invoice	Invoice No: 1/9 BBB	1/6/2026	Paid Amt:	\$60.00	
						Check Amount:	\$60.00	
SBT	52713	4250		American Welding & Gas, Inc		Check		
			E 01	300 301 000 830 433	Cylinder Rental		\$134.15	
PO#:	Voucher #:	51684	Invoice	Invoice No: 0011347975	1/6/2026	Paid Amt:	\$134.15	
						Check Amount:	\$134.15	
SBT	52714	2927		Big Stone Therapies, Inc.		Check		
			E 01	005 404 000 740 394	PT Mileage		\$9.10	
			E 01	005 404 000 740 394	PT Drive Time		\$63.70	
			E 01	005 404 000 740 394	PT		\$563.50	
			E 01	005 404 000 740 394	PTA Mileage		\$5.60	
			E 01	005 404 000 740 394	PTA Drive Time		\$70.00	
			E 01	005 404 000 740 394	PTA		\$408.80	
PO#:	Voucher #:	51678	Invoice	Invoice No: 30488	1/6/2026	Paid Amt:	\$1,120.70	
						Check Amount:	\$1,120.70	
SBT	52715	2323		Borch Sporting Goods		Check		
			E 01	300 294 221 000 401	Champro Professional Speed Rope (10ft, 9ft, 7ft)		\$40.00	
			E 01	300 294 221 000 401	Cliff Keen Headgear (E58) or Adidas Response		\$175.00	
			E 01	300 294 221 000 401	Cliff Keen Headgear (E58) or Adidas Response		\$175.00	
			E 01	300 294 221 000 401	Cliff Keen No Funk Mat Cleaner (mat cleaner) 1		\$210.00	
			E 01	300 294 221 000 401	Kenshield Protectant (Skin condition preventativ		\$175.00	
			E 01	300 294 221 000 401	Predicament Scorebook		\$18.00	
			E 01	300 294 221 000 401	Mat Tape - 1 each (MT4) 4 inch		\$216.00	
			E 01	300 294 221 000 401	Leg Bands (A5)		\$24.00	
			E 01	300 294 221 000 401	Cliff Keen Flip Disks (for JV / JH officials for tria		\$16.00	
			E 01	300 294 221 000 401	Stopwatch - Robic black (SC-539)		\$16.00	
			E 01	300 294 221 000 401	Monster Mop Kit (cleaning wrestling mats) / ship		\$339.00	
			E 01	300 294 221 000 401	Monster Mop Double Wide Replacement Pad		\$84.99	
			E 01	300 294 221 000 401	Whistles - 1 box Black plastic whistle		\$9.60	
			E 01	300 294 221 000 401	Cliff Keen The Wraptor 2.0 Knee Pad		\$38.00	
			E 01	300 294 221 000 401	Cliff Keen Single Leg Shooting Sleeve		\$30.00	
PO#: 11350	Voucher #:	51669	Invoice	Invoice No: AYA003588-YA01	1/6/2026	Paid Amt:	\$1,566.59	
						Check Amount:	\$1,566.59	

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52716	4439		Braeden Panka		Check
			E 01 300 296 213 000 305	1/6 JH GBB Official		\$60.00
PO#:	Voucher #:	51696	Invoice	Invoice No: 1/6 JH GBB	1/6/2026	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	52717	4448		Brian Rodas		Check
			E 01 300 294 221 000 305	1/8 Wrestling Official		\$100.00
PO#:	Voucher #:	51691	Invoice	Invoice No: 1/8 Wrestling	1/6/2026	Paid Amt: \$100.00
						Check Amount: \$100.00
SBT	52718	4646		Brody Larson		Check
			E 01 300 298 000 000 185	12/16-12/31 Games		\$40.00
PO#:	Voucher #:	51675	Invoice	Invoice No: 12/16-12/31	1/6/2026	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	52719	2657		Carrow Cleaners		Check
			E 01 300 292 237 000 401	Dry Cleaning - Musical Dresses		\$73.65
PO#:	Voucher #:	51683	Invoice	Invoice No: 217773	1/6/2026	Paid Amt: \$73.65
						Check Amount: \$73.65
SBT	52720	4550		Carson Becker		Check
			E 01 300 298 000 000 185	12/16-12/31 Games		\$80.00
PO#:	Voucher #:	51671	Invoice	Invoice No: 12/16-12/31	1/6/2026	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	52721	3676		DANIEL DOLAN		Check
			E 01 300 296 213 000 305	1/6 GBB Official		\$150.00
PO#:	Voucher #:	51692	Invoice	Invoice No: 1/6 GBB	1/6/2026	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52722	4104		ED WATTS		Check
			E 01 300 296 213 000 305	1/6 GBB Official		\$150.00
PO#:	Voucher #:	51694	Invoice	Invoice No: 1/6 GBB	1/6/2026	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52723	4104		ED WATTS		Check
			E 01 300 294 213 000 305	1/9 BBB Official		\$150.00
PO#:	Voucher #:	51706	Invoice	Invoice No: 1/9 BBB	1/6/2026	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52724	3830		GARY KACZMAREK		Check
			E 01 300 294 213 000 305	1/9 BBB Official		\$150.00
PO#:	Voucher #:	51705	Invoice	Invoice No: 1/9 BBB	1/6/2026	Paid Amt: \$150.00
						Check Amount: \$150.00

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

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52725	4643		Hudson Thostenson		Check
			E 01	300 294 213 000 305	1/6 JH BBB Official	\$60.00
PO#:	Voucher #:	51698	Invoice	Invoice No: 1/6 JH BBB	1/6/2026	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	52726	4457		Jackie Lacek		Check
			E 01	300 298 000 000 185	12/16-12/31 Games	\$80.00
PO#:	Voucher #:	51674	Invoice	Invoice No: 12/16-12/31	1/6/2026	Paid Amt: \$80.00
						Check Amount: \$80.00
SBT	52727	4231		JASMINE DESMET		Check
			E 01	300 298 000 000 185	12/16-12/31 Games	\$120.00
PO#:	Voucher #:	51672	Invoice	Invoice No: 12/16-12/31	1/6/2026	Paid Amt: \$120.00
						Check Amount: \$120.00
SBT	52728	4306		JASON BOE		Check
			E 01	300 296 213 000 305	1/8 GBB Official	\$150.00
PO#:	Voucher #:	51699	Invoice	Invoice No: 1/8 GBB	1/6/2026	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52729	3908		JEREMIASON PHOTO		Check
			E 01	300 298 000 000 401	8x10 Team Photos - Sections & State	\$60.00
PO#:	Voucher #:	51680	Invoice	Invoice No: 092729000847	1/6/2026	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	52730	4240		JEREN ROST		Check
			E 01	300 298 000 000 185	12/16-12/31 Games	\$40.00
PO#:	Voucher #:	51676	Invoice	Invoice No: 12/16-12/31	1/6/2026	Paid Amt: \$40.00
						Check Amount: \$40.00
SBT	52731	4086		KANOA BAYNARD		Check
			E 01	300 294 213 000 305	1/9 BBB Official	\$150.00
PO#:	Voucher #:	51702	Invoice	Invoice No: 1/9 BBB	1/6/2026	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52732	1107		KEVEN LARSON		Check
			E 01	300 294 213 000 305	1/6 JH BBB Official	\$60.00
PO#:	Voucher #:	51697	Invoice	Invoice No: 1/6 JH BBB	1/6/2026	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	52733	3794		LIPINSKI SMALL ENGINE & HARDWARE		Check
			E 01	005 760 000 720 350	Sweeper Shaft - Bearings and Brushes	\$1,147.47
PO#:	Voucher #:	51687	Invoice	Invoice No: 339716	1/6/2026	Paid Amt: \$1,147.47

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

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52733	3794		LIPINSKI SMALL ENGINE & HARDWARE		Check			
			E 01 005 760 000 720 350	1445 Outfront - Regular Work			\$962.10		
PO#:	Voucher #:	51686	Invoice	Invoice No: 342493	1/6/2026	Paid Amt:		\$962.10	
			E 01 005 760 000 720 350	John Deere Tractor - Regular Work			\$316.89		
PO#:	Voucher #:	51685	Invoice	Invoice No: 343210	1/6/2026	Paid Amt:		\$316.89	
						Check Amount:		\$2,426.46	
SBT	52734	4029		LOGAN SUSSNER		Check			
			E 01 300 298 000 000 185	12/16-12/31 Games			\$120.00		
PO#:	Voucher #:	51677	Invoice	Invoice No: 12/16-12/31	1/6/2026	Paid Amt:		\$120.00	
						Check Amount:		\$120.00	
SBT	52735	4529		Lyon County 4-H Federation		Check			
			E 04 005 505 283 321 401	Robotics & Rockets			\$40.00		
PO#:	Voucher #:	51679	Invoice	Invoice No: Robotics & Rockets	1/6/2026	Paid Amt:		\$40.00	
						Check Amount:		\$40.00	
SBT	52736	4298		Mason Sellner		Check			
			E 01 300 296 213 000 305	1/6 GBB Official			\$150.00		
PO#:	Voucher #:	51701	Invoice	Invoice No: 1/8 GBB	1/6/2026	Paid Amt:		\$150.00	
						Check Amount:		\$150.00	
SBT	52737	00528		MUSIC STREET		Check			
			E 01 300 258 233 000 350	Jupiter JTS-889 Work Order			\$30.00		
PO#:	Voucher #:	51682	Invoice	Invoice No: 215285735	1/6/2026	Paid Amt:		\$30.00	
						Check Amount:		\$30.00	
SBT	52738	4531		Niara Gorecki		Check			
			E 01 300 298 000 000 185	12/16-12/31 Games			\$40.00		
PO#:	Voucher #:	51673	Invoice	Invoice No: 12/16-12/31	1/6/2026	Paid Amt:		\$40.00	
						Check Amount:		\$40.00	
SBT	52739	4644		Nick Daugherty		Check			
			E 01 300 296 213 000 305	1/8 GBB Official			\$150.00		
PO#:	Voucher #:	51700	Invoice	Invoice No: 1/8 GBB	1/6/2026	Paid Amt:		\$150.00	
						Check Amount:		\$150.00	
SBT	52740	4453		Peter Janiszski		Check			
			E 01 300 294 221 000 305	1/8 Wrestling Official			\$305.00		
PO#:	Voucher #:	51690	Invoice	Invoice No: 1/8 Wrestling	1/6/2026	Paid Amt:		\$305.00	
						Check Amount:		\$305.00	

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647    Payment Date: 12/15/2025-1/31/2026    Period: 202601-202607    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52741	2446		<b>Pete's Electric Motor Repair</b>		Check
			E 01 005 865 000 370 350	Pres Switch 140-175 Four Port		\$37.18
PO#:	Voucher #:	51688	Invoice	Invoice No: 18953	1/6/2026	Paid Amt: \$37.18
						Check Amount: \$37.18
SBT	52742	3539		<b>ROBERT DOLAN</b>		Check
			E 01 300 296 213 000 305	1/6 GBB Official		\$150.00
PO#:	Voucher #:	51693	Invoice	Invoice No: 1/6 GBB	1/6/2026	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52743	4242		<b>Ryan Dalager</b>		Check
			E 01 300 296 213 000 305	1/6 JH GBB Official		\$60.00
PO#:	Voucher #:	51695	Invoice	Invoice No: 1/6 JH GBB	1/6/2026	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	52744	4242		<b>Ryan Dalager</b>		Check
			E 01 300 294 213 000 305	1/9 BBB Official		\$60.00
PO#:	Voucher #:	51704	Invoice	Invoice No: 1/9 BBB	1/6/2026	Paid Amt: \$60.00
						Check Amount: \$60.00
SBT	52745	00505		<b>THE MINNEOTA MASCOT</b>		Check
			E 01 005 010 000 000 305	School Board Minutes - 11/24 and 12/10		\$252.00
PO#:	Voucher #:	51670	Invoice	Invoice No: 91452	1/6/2026	Paid Amt: \$252.00
						Check Amount: \$252.00
SBT	52746	1496		<b>Tracy High School</b>		Check
			E 01 300 294 221 000 369	MNGWL Team State Qualifier		\$125.00
PO#:	Voucher #:	51681	Invoice	Invoice No: MNGWL Team State	1/6/2026	Paid Amt: \$125.00
						Check Amount: \$125.00
SBT	52747	01812		<b>US BANK</b>		Check
			E 07 005 910 000 000 790	Facilities Maintenance Bonds 2018B		\$625.00
PO#:	Voucher #:	51689	Invoice	Invoice No: 8008892	1/6/2026	Paid Amt: \$625.00
						Check Amount: \$625.00
SBT	52748	4649		<b>City Hall Bar &amp; Grill</b>		Check
			E 01 005 640 000 316 366	Catered All Staff Meal		\$801.56
PO#:	Voucher #:	51708	Invoice	Invoice No: All Staff Meal	1/7/2026	Paid Amt: \$801.56
						Check Amount: \$801.56
SBT	52749	4626		<b>NLFX Professional</b>		Check
			E 01 005 257 000 000 401	CA-MX35 MxBlox 3.5 Panel Mount		\$12.99

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

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52749	4626		NLFX Professional		Check			
			E 01	005 257 000 000 401	Shipping	\$9.95			
PO#:	Voucher #:	51707	Invoice	Invoice No: 241009	1/7/2026	Paid Amt:	\$22.94		
						Check Amount:	\$22.94		
SBT	52750	01568		Minneota Education Minnesota Organization		Check			
			B 01	215 028	DUES	\$1,261.77			
PO#:	Voucher #:	51712	Invoice	Invoice No: S2026130	1/9/2026	Paid Amt:	\$1,261.77		
						Check Amount:	\$1,261.77		
SBT	52751	3558		ADVANCED HEALTH, SAFETY, & SECURITY		Check			
			E 01	005 810 000 000 401	Key Fobs	\$75.00			
			E 01	005 810 000 000 401	Shipping	\$9.00			
			E 01	005 810 000 000 350	Service Call to Repair Door	\$95.00			
PO#:	Voucher #:	51735	Invoice	Invoice No: IN6196MN	1/9/2026	Paid Amt:	\$179.00		
						Check Amount:	\$179.00		
SBT	52752	4009		AG PLUS COOPERATIVE		Check			
			E 01	005 760 000 720 440	Bus Fuel	\$6,595.16			
			E 01	005 760 000 720 440	Building Fuel 7504	\$17,859.52			
			E 01	005 760 000 720 350	Tires, Oil Change, Etc.	\$77.89			
PO#:	Voucher #:	51727	Invoice	Invoice No: 12/31/25 Strmt	1/9/2026	Paid Amt:	\$24,532.57		
						Check Amount:	\$24,532.57		
SBT	52753	3695		AP Design		Check			
			E 01	300 298 000 000 401	Figure - Female - Gold	\$30.00			
PO#:	Voucher #:	51736	Invoice	Invoice No: 97268	1/9/2026	Paid Amt:	\$30.00		
			E 01	300 298 000 000 401	Custom Vinyl - Football	\$30.00			
			E 01	300 298 000 000 401	Custom Vinyl - Komp Signs	\$20.00			
			E 01	300 298 000 000 401	Custom Vinyl - 68 Signs	\$20.00			
			E 01	300 298 000 000 401	Custom Sports Banner - Trap	\$193.00			
			E 01	300 298 000 000 401	Shipping	\$24.58			
PO#:	Voucher #:	51737	Invoice	Invoice No: 97830, 97804, 98221	1/9/2026	Paid Amt:	\$287.58		
			E 01	300 298 000 000 350	Shot Clock Support	\$375.00			
PO#:	Voucher #:	51738	Invoice	Invoice No: 98052	1/9/2026	Paid Amt:	\$375.00		
						Check Amount:	\$692.58		
SBT	52754	00240		Brad's Market		Check			
			E 01	300 331 000 830 433	FACS Class Supplies	\$426.74			
			E 02	005 770 000 701 490	Food Service - Bread	\$651.05			
			E 02	005 770 000 701 490	Food Service	\$889.22			
			E 04	005 580 000 325 401	ECFE Supplies	\$23.39			

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

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52754	00240		<b>Brad's Market</b>		Check			
			E 01	300 298 239 000 401	Concessions Expense		\$360.58		
			E 01	100 203 027 000 430	K Gades Classroom Supplies		\$29.27		
PO#:	Voucher #:	51731	Invoice	Invoice No:	12/31/25 Stmt	1/9/2026	Paid Amt:	\$2,380.25	
							Check Amount:	\$2,380.25	
SBT	52755	4646		<b>Brody Larson</b>		Check			
			E 01	300 296 213 000 305	1/9 JH GBB		\$60.00		
PO#:	Voucher #:	51728	Invoice	Invoice No:	1/9 JH GBB	1/9/2026	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	52756	00116		<b>CITY OF MINNEOTA</b>		Check			
			E 01	005 810 186 000 330	Garbage		\$2,426.52		
			E 01	005 810 183 000 330	Water/Sewer		\$4,187.85		
PO#:	Voucher #:	51739	Invoice	Invoice No:	1.00271.02	1/9/2026	Paid Amt:	\$6,614.37	
							Check Amount:	\$6,614.37	
SBT	52757	00275		<b>GISLASON'S HARDWARE</b>		Check			
			E 01	005 810 000 000 401	Custodial Supplies		\$54.69		
			E 01	300 301 000 830 433	Shop Supplies		\$363.32		
PO#:	Voucher #:	51732	Invoice	Invoice No:	12/31/25 Stmt	1/9/2026	Paid Amt:	\$418.01	
							Check Amount:	\$418.01	
SBT	52758	1107		<b>KEVEN LARSON</b>		Check			
			E 01	300 296 213 000 305	1/9 JH GBB		\$60.00		
PO#:	Voucher #:	51729	Invoice	Invoice No:	1/9 JH GBB	1/9/2026	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
SBT	52759	1828		<b>Minneota Building Materials</b>		Check			
			E 01	005 810 000 000 401	Custodial Supplies		\$119.63		
			E 01	300 301 000 830 433	Shop Supplies - HS		\$556.01		
			E 01	300 255 000 000 430	Shop Supplies - JH		\$254.40		
			E 01	100 203 000 000 401	Elementary Supplies		\$29.04		
PO#:	Voucher #:	51733	Invoice	Invoice No:	12/31/25 Stmt	1/9/2026	Paid Amt:	\$959.08	
							Check Amount:	\$959.08	
SBT	52760	2505		<b>Minneota Bus Service</b>		Check			
			E 01	005 760 000 726 360	Band Runs		\$475.83		
			E 01	005 760 000 720 305	Routes		\$6,346.80		
			E 01	005 760 000 723 360	ECSE Trips		\$1,332.80		
			E 01	005 760 000 723 360	Single Student Transport		\$1,346.72		
			E 01	300 294 213 733 305	BBB Bussing		\$2,028.05		

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

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52760	2505		<b>Minneota Bus Service</b>		Check
			E 01	300 296 213 733 305	GBB Bussing	\$1,998.78
			E 01	300 294 221 733 305	Wrestling Bussing	\$2,770.39
			E 01	300 790 000 313 305	College Visits	\$395.89
			E 01	300 298 000 733 305	Knowledge Bowl	\$168.02
<b>PO#:</b>	<b>Voucher #:</b>	<b>51734</b>	Invoice	<b>Invoice No:</b> 12/31/25 Stmt	<b>1/9/2026</b>	<b>Paid Amt: \$16,863.28</b>
						<b>Check Amount: \$16,863.28</b>
SBT	52761	2009		<b>Northwest Evaluation Assn.</b>		Check
			E 04	701 590 000 353 305	St Edwards NWEA Testing	\$790.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>51725</b>	Invoice	<b>Invoice No:</b> 202609 St Ed	<b>1/9/2026</b>	<b>Paid Amt: \$790.00</b>
						<b>Check Amount: \$790.00</b>
SBT	52762	00560		<b>OTTERTAIL POWER CO</b>		Check
			E 01	005 810 184 000 330	School Building Electricity	\$5,082.98
			E 01	005 810 192 000 330	Ballfield Electricity	\$206.90
			E 01	005 810 192 000 330	Liftpump Electricity	\$31.29
			E 01	005 810 192 000 330	Garage Electricity	\$31.59
<b>PO#:</b>	<b>Voucher #:</b>	<b>51726</b>	Invoice	<b>Invoice No:</b> 12/31/25 Stmt	<b>1/9/2026</b>	<b>Paid Amt: \$5,352.76</b>
						<b>Check Amount: \$5,352.76</b>
SBT	52763	00211		<b>SW/WC SERVICE COOPERATIVES</b>		Check
			E 01	300 211 000 000 390	1/4 STARRS Online Academy	\$1,125.00
			E 01	005 257 000 000 305	Technology Integration - AI Guidance	\$860.75
			E 01	005 850 000 389 335	Level IV Lease - 2nd Quarter	\$6,049.00
			E 01	005 257 000 000 305	Technology Integration	\$1,077.33
			E 01	005 257 000 000 305	Cybersecurity Services	\$1,985.08
			E 01	005 257 000 000 305	Tech Support	\$503.16
<b>PO#:</b>	<b>Voucher #:</b>	<b>51740</b>	Invoice	<b>Invoice No:</b> 12/31/25 Stmt	<b>1/9/2026</b>	<b>Paid Amt: \$11,600.32</b>
						<b>Check Amount: \$11,600.32</b>
SBT	52764	00122		<b>VIKING COCA-COLA BOTTLING</b>		Check
			E 01	300 298 239 000 401	Coke	\$35.75
			E 01	300 298 239 000 401	Diet Coke	\$71.50
			E 01	300 298 239 000 401	Dr Pepper	\$143.00
			E 01	300 298 239 000 401	Sprite	\$107.25
			E 01	300 298 239 000 401	Diet Dr Pepper	\$35.75
			E 01	300 298 239 000 401	Mello Yello	\$286.00

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52764	00122		<b>VIKING COCA-COLA BOTTLING</b>		Check
			E 01 300 298 239 000 401	Fairlife Chocolate		\$26.75
PO#:	Voucher #:	51730	Invoice	Invoice No: 3836903	1/9/2026	Paid Amt: \$706.00
						Check Amount: \$706.00
SBT	52765	3695		<b>AP Design</b>		Check
			E 01 300 298 000 000 401	Genuine Walnut Plaque		\$355.00
PO#:	Voucher #:	51742	Invoice	Invoice No: 96402	1/13/2026	Paid Amt: \$355.00
						Check Amount: \$355.00
SBT	52766	2347		<b>Avera Marshall Regional Med Ct</b>		Check
			E 01 300 298 000 000 305	Athletic Training Hours		\$886.60
PO#:	Voucher #:	51753	Invoice	Invoice No: CINV-015790	1/13/2026	Paid Amt: \$886.60
						Check Amount: \$886.60
SBT	52767	4651		<b>Bob Citterman</b>		Check
			E 04 005 505 280 321 305	Comm Ed BBall Coach		\$100.00
PO#:	Voucher #:	51741	Invoice	Invoice No: Comm Ed	1/13/2026	Paid Amt: \$100.00
						Check Amount: \$100.00
SBT	52768	4452		<b>Bob Slaba</b>		Check
			E 01 300 296 213 000 305	1/13 GBB Official		\$150.00
PO#:	Voucher #:	51748	Invoice	Invoice No: 1/13 GBB	1/13/2026	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52769	3267		<b>CRAIG NORLAND</b>		Check
			E 01 300 294 213 000 305	1/16 BBB Official		\$150.00
PO#:	Voucher #:	51751	Invoice	Invoice No: 1/16 BBB	1/13/2026	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52770	3676		<b>DANIEL DOLAN</b>		Check
			E 01 300 296 213 000 305	1/13 GBB Official		\$150.00
PO#:	Voucher #:	51747	Invoice	Invoice No: 1/13 GBB	1/13/2026	Paid Amt: \$150.00
						Check Amount: \$150.00
SBT	52771	4381		<b>Data Processing Design Inc.</b>		Check
			E 01 005 810 000 000 320	Monthly Useage Statement		\$94.19
PO#:	Voucher #:	51756	Invoice	Invoice No: EGOLD-12173895	1/13/2026	Paid Amt: \$94.19
						Check Amount: \$94.19
SBT	52772	01185		<b>DUANE KOCKELMAN</b>		Check
			E 01 300 294 213 000 305	1/16 BBB Official		\$150.00
PO#:	Voucher #:	51750	Invoice	Invoice No: 1/16 BBB	1/13/2026	Paid Amt: \$150.00
						Check Amount: \$150.00

# Minneota Public School

## Detail Payment Register By Check

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52773	4374		<b>Granite Telecommunications</b>		Check		
			E 01	005 810 000 000 320	Monthly Statement	\$168.05		
PO#:	Voucher #:	51754	Invoice	Invoice No: 728665163	1/13/2026	Paid Amt:	\$168.05	
						Check Amount:	\$168.05	
SBT	52774	4652		<b>Harrisburg High School</b>		Check		
			E 01	300 294 221 000 369	1/16 Wrestling Tournament	\$125.00		
PO#:	Voucher #:	51746	Invoice	Invoice No: 1/16 Wrestling	1/13/2026	Paid Amt:	\$125.00	
						Check Amount:	\$125.00	
SBT	52775	4643		<b>Hudson Thostenson</b>		Check		
			E 01	300 294 213 000 305	1/16 BBB Official	\$60.00		
PO#:	Voucher #:	51759	Invoice	Invoice No: 1/16 BBB	1/13/2026	Paid Amt:	\$60.00	
						Check Amount:	\$60.00	
SBT	52776	3270		<b>JEFFERY GLADIS</b>		Check		
			E 01	300 294 213 000 305	1/16 BBB Official	\$150.00		
PO#:	Voucher #:	51749	Invoice	Invoice No: 1/16 BBB	1/13/2026	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
SBT	52777	1107		<b>KEVEN LARSON</b>		Check		
			E 01	300 294 213 000 305	1/16 BBB Official	\$60.00		
PO#:	Voucher #:	51758	Invoice	Invoice No: 1/16 BBB	1/13/2026	Paid Amt:	\$60.00	
						Check Amount:	\$60.00	
SBT	52778	00498		<b>MINNESOTA UI FUND</b>		Check		
			E 01	300 211 000 000 281	Quarter 4 - 2025	\$445.81		
PO#:	Voucher #:	51755	Invoice	Invoice No: 07986821	1/13/2026	Paid Amt:	\$445.81	
						Check Amount:	\$445.81	
SBT	52779	4653		<b>Owen Gustafson</b>		Check		
			E 01	300 296 213 000 305	1/13 GBB Official	\$150.00		
PO#:	Voucher #:	51752	Invoice	Invoice No: 1/13 GBB	1/13/2026	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
SBT	52780	4018		<b>PEMBERTON LAW, P.L.L.P</b>		Check		
			E 01	005 010 000 000 305	Professional Services	\$1,574.00		
PO#:	Voucher #:	51743	Invoice	Invoice No: 64	1/13/2026	Paid Amt:	\$1,574.00	
						Check Amount:	\$1,574.00	
SBT	52781	3534		<b>Sioux Falls School District 49-5</b>		Check		
			E 01	300 211 000 000 390	CF Tuition	\$164.12		
PO#:	Voucher #:	51744	Invoice	Invoice No: 26-1035	1/13/2026	Paid Amt:	\$164.12	
						Check Amount:	\$164.12	

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

Check Number: 52612-2147483647 Payment Date: 12/15/2025-1/31/2026 Period: 202601-202607 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	52782	3307		SWMBDA Treasurer		Check
			E 01 300 790 000 000 369	Honor Band Competition		\$240.00
PO#:	Voucher #:	51757	Invoice	Invoice No: Honor Band	1/13/2026	Paid Amt: \$240.00
						Check Amount: \$240.00
SBT	52783	4655		Cari Pohlen		Check
			E 01 300 211 132 000 145	Substitute Teacher - ACH Fail		\$84.88
PO#:	Voucher #:	51760	Invoice	Invoice No: ACH Fail - Subbing	1/14/2026	Paid Amt: \$84.88
						Check Amount: \$84.88
						Report Total: \$1,839,748.87

**LEADERSHIP**

**REPORTS**

Enrollment as of 1/13/26 is 304 (up 1 since Dec)

PreK: 46  
K: 40  
1: 32 (up 1)  
2: 45  
3: 34  
4: 41  
5: 33  
6: 33

Quarter 2 Attendance

The overall attendance for Quarter 2 was 96.84%. Grades K through 2 and Grade 4 are your "anchor" groups, consistently staying in the high 90s, while Grades 3, 5, and 6 show a bit more variety in their weekly numbers.

- Peak Performance: Week 10 reached a quarter-high of 98.11%.
- Quarter Low: Week 15 dipped to 95.45% immediately following the Thanksgiving break.
- Best Performing Grade: Grade 4 (97.78%) followed closely by Grade 1 and Grade Kindergarten (97.57%, 97.58%), showing remarkable stability.
- Most Consistent: Kindergarten stayed very steady. Their scores mostly stayed between 97% and 98% , showing very little fluctuation.

# Elementary Updates

## School Board Report

Nicolle Johnston

Week 9	96.91%
Week 10	98.11%
Week 11	96.24%
Week 12	97.40%
Week 13	96.97%
Week 14	96.77%
Week 15	95.45%
Week 16	97.62%
Week 17	95.81%
Week 18 (2 days)	97.11%



## Curriculum and Instruction Updates

### New Math Standards: Priority Identification

#### **K-1:**

Fully aligned with current curriculum (Lucky Little Learners, TeraWest)

#### Grade Band Focus: (The Foundation)

- Number Sense & Relationship: A move toward recognizing quantities without simply counting and understanding how numbers relate to one another (e.g., 7 is 2 more than 5).
- Spatial Reasoning over Memorization: Geometry in K-1 is no longer just "naming shapes." It now involves Spatial Reasoning—how objects fit together and move in space (e.g., A student is given a set of blocks and asked to compose a larger square using two triangles, developing an understanding of how shapes can be decomposed and rebuilt
- Data in Context: Students begin with "Data Science" basics—asking questions about their immediate classroom world and collecting information to answer them (e.g., Observing and tallying the weather over a week to determine which type of weather occurred most frequently).

#### **Grades 2–6:**

Priority standards have been identified. Next Steps:

- Unpack priority standards
- Review and adjust curriculum and instructional materials for alignment

#### Grade Band Focus: 2-6 (The Transition to Abstraction)

- Shift from "Arithmetic" to "Patterns and Relationships": Instead of just solving  $12 + 8$ , students focus on the equality ( $12 + 8 = 10 + 10$ ). This builds the "Relational Thinking" necessary for **later success in Algebra**.
- Data Science Integration: Data is no longer a separate unit taught at the end of the year.
- Cultural Contexts: A unique requirement of the 2022 standards is the integration of Indigenous and Tribal Nation perspectives, specifically from Dakota and Anishinaabe communities. Math is taught as a tool used by all cultures throughout history.

# READ Act Updates

## Phase 2

Phase 2 Launch: Registration for Phase 2 educators (including Grade 4-6 teachers) begins this month (January 2026). **Teachers must complete training by July 1, 2027**

Our required staff will begin identifying their professional development pathways to ensure all literacy instruction is evidence-based and systematic.

Phase 2 required staff: Lindsey, ELA educators (all other required Phase 2 staff have/are completing Phase 1 PD)

Optional: Grades 5-12 social studies

# 4-6 Dyslexia Screening Data Insights

Our screening focused on three grade levels (4th, 5th, and 6th). The data reveals clear patterns in the "root causes" of reading difficulties across these cohorts.

Grade	Difficulties	Intervention Plan
4	word-level	Phonemic awareness and phonics
5	word-level	Advanced decoding using REWARDS
6	word-level	Advanced decoding using REWARDS

## Primary Areas of Instructional Need

- **Multisyllabic Word Decoding (Primary Gap):** The largest segment of our screened population (approx. 45%) struggles with decoding longer, complex words. This indicates a need for explicit instruction in advanced phonics and syllabication.
- **Foundational Phonics (Tier 3 Focus):** Approximately 30% of students require intensive phonics support, indicating gaps in basic letter-sound correspondences.
- **Phonemic Awareness (PA) Red Flags:** A smaller subset of students (approx. 15%) lacks the basic auditory processing skills (PA) required to begin effective phonics instruction, requiring immediate "pre-reading" intervention.

## ELA Standards: Writing Progressions 2-6

Teachers spent time working through writing progressions to ensure consistent expectations and skill development across grade levels. This work supports vertical alignment and prepares students for increasing writing demands. This was shared with 7-12 ELA teachers.

Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Complete sentences	Complete sentences	Complete sentences	Complete sentences	Complete sentences
	Developing a solid paragraph	Developing 5, on-topic paragraphs	Developing 5, on-topic paragraphs	Developing 5, on-topic paragraphs
		Writing an introduction and conclusion	Writing an introduction and conclusion	Writing an introduction and conclusion
			Add supporting details	Add supporting details
				Cite sources using MLA format

Health Standards Rulemaking: MDE is finalizing K-12 Health standards this month; we expect to begin local review of our Physical Education and Health alignment by late spring. We are monitoring this rulemaking process to prepare for the 2028-29 implementation.

**Social Studies & Ethnic Studies Integration:** Preparation for the 2026-27 full implementation of revised Social Studies standards.

Starting in school year 2026-27, all districts and charters must:

- Offer a high school ethnic studies course (we will embed in current courses as we do not have an elective option)
- Provide K-12 ethnic studies instruction in accordance with the 2021 K-12 Academic Standards in Social Studies
- Minnesota has not adopted standalone ethnic studies standards. Instead, standards are embedded in the K-12 Social Studies as a 5th strand.

**Elementary Impact (no benchmark in grade 3):**

<p><b>Identity</b> (no benchmark in grade 3)</p>	<p>Understanding one’s own family history, culture, and community, and recognizing how those identities are shaped by language and geography.</p>	<p>Grade 1: Students share stories about their family traditions and learn how those traditions help define who they are</p>
<p><b>Resistance</b> (no benchmark in grade 4)</p>	<p>Learning about historical and contemporary individuals or groups who worked to change unfair situations or fought for civil rights.</p>	<p>Grade 4: Students study "resistance movements," such as how local Indigenous leaders advocated for treaty rights or environmental protection.</p>
<p><b>Ways of Knowing</b> (no benchmark in grade 1 or 3)</p>	<p>Exploring different perspectives and "untold stories" that might be missing from traditional history books.</p>	<p>Grade 6: Students compare various "primary sources" (like oral histories vs. newspaper clips) to see how different people experienced the same event.</p>

# Playground Update



As shown in the conceptual renderings, we are moving forward with the Webber/Miracle playground update.

- Status: The renderings are currently for conceptual purposes.
- Goal: To create a modern, safe, and inclusive play space that supports the gross motor development of our PreK-6

# Upcoming Dates

- ❖ January 16th: SnoBall Coronation 7th period
- ❖ January 19th: No school - JSD
- ❖ February 3-6: MESPA
- ❖ February 13th-16th: No School
- ❖ March 13th: End of Quarter 3
- ❖ March 19th: Early Out @1:12 / Parent-Teacher Conferences



# SUPERINTENDENT'S REPORT

## GENERAL INFORMATION

-  January 5 Professional Development Day
-  January 19 MRVED MELT Day
-  MEMO
-  Technology
-  Nexus and Facilities Planning
-  Legislative Session [February 17]

# SUPERINTENDENT'S REPORT

## SEMESTER ONE



Districtwide/PreK-12 Students Attendance = 96.51%

- PreK-6<sup>th</sup> Grade = 96.89%
  - Kindergarten = 97.39%
  - 60 Students With No Absences (19.7%)
  - 219 Students With No Tardies (72.0%)
- 7<sup>th</sup> -12<sup>th</sup> Grade = 96.15%
  - 8<sup>th</sup> Grade = 96.98%
  - 58 Students With No Absences (19.1%)
  - 78 Students With No Tardies (25.7%)

# SUPERINTENDENT'S REPORT

## FOOD SERVICE – DECEMBER 2025

### 1. Breakfast

39.0% participation; **HIGHEST DECEMBER** on record  
3,852 breakfasts served; **+6.6%** compared to December 2024

### 2. Lunch

83.5% participation; **SECOND-HIGHEST MONTH** ever on record  
485 lunches/day; **HIGHEST DAILY AVERAGE** on record

### 3. Key Takeaways

**STRONG PARTICIPATION** despite holiday disruptions  
**CONTINUED UPWARD TREND IN BOTH BREAKFAST & LUNCH**



**CONSENT**

**AGENDA**

# MINNEOTA PUBLIC SCHOOLS – ISD #414

## DECEMBER 17, 2025 SCHOOL BOARD REGULAR MEETING MINUTES

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A Regular Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, December 17, 2025 at 6:00 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, Jared Josephson, Kim Caster, Marsha Danielson, and Scott Monson also attended.

Motion by Mead, second by Buysse, to approve the meeting agenda as amended. Motion carried unanimously.

Board members and administration shared recognitions of staff and student accomplishments.

Parent Marsha Danielson addressed the Board.

Superintendent Monson presented the 2025 Payable 2026 Levy Limitation and Certification. He also reviewed student enrollment, the Student Activity Fund, and the monthly financial report.

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

Board committee reports and administrative reports were reviewed.

Motion by Buysse, second by Runia, to approve the Consent Agenda. Motion carried 6-0, with Skorczewski abstaining.

Motion by Mead, second by Skorczewski, to adopt a resolution certifying the 2025 Payable 2026 Levy in the amount of \$2,593,644.59, a decrease of 0.86%. Motion carried unanimously by roll call vote.

Motion by Skorczewski, second by Hennen, to adopt a resolution accepting a proposal and authorizing contract negotiations with Coordinated Business Systems for Managed Print Services. Motion carried unanimously by roll call vote.

Motion by Buysse, second by Hennen, to approve the 2<sup>nd</sup> reading of ten (10) policies and one (1) district procedure. Motion carried unanimously.

Motion by Runia, second by Coequyt, to approve a 2025-2026 school calendar change, designating Monday, January 5, as a professional development day for licensed staff instead of a student contact day. Motion carried unanimously.

Motion by Buysse, second by Hennen, to approve the Minnesota Paid Leave Act policy/procedures and an addendum to district handbooks and policies. Motion carried unanimously.

The Board conducted the first reading of eight (8) district policies and one (1) district procedure. No action was taken.

Motion by Skorczewski, second by Mead, to adopt a resolution approving the acceptance of gifts, donations, and grants. Motion carried unanimously by roll call vote.

Motion by Mead, second by Runia, to schedule a School Board Work Session at 6:00 pm on Wednesday, January 7, 2026. Motion carried unanimously.

Motion by Buysse, second by Hennen, to adjourn. Motion carried unanimously.

There being no further business, the meeting was adjourned at 7:18 pm.

Respectfully submitted,

---

Martin Hennen, Clerk

# MINNEOTA PUBLIC SCHOOLS – ISD #414

## JANUARY 7, 2026 SCHOOL BOARD ORGANIZATIONAL MEETING MINUTES

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An Organizational Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, January 7, 2026, at 5:33 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, Jared Josephson, Kim Caster, and Scott Monson also attended.

Motion by Mead, second by Runia, to elect Abby Thostenson as Chair. Motion carried 6-0 with Thostenson abstaining.

Motion by Skorczewski, second by Coequyt, to elect Julie Mead as Vice-Chair. Motion carried 6-0 with Mead abstaining.

Motion by Skorczewski, second by Buysse, to elect Martin Hennen as Clerk. Motion carried 6-0 with Hennen abstaining.

Motion by Mead, second by Skorczewski, to elect Ryan Runia as Treasurer. Motion carried 6-0 with Runia abstaining.

Motion by Skorczewski, second by Buysse, to approve Committees and Board Representatives for 2026 with no changes from 2025. Motion carried unanimously.

Motion by Skorczewski, second by Runia, that Board of Directors' compensation remain the same as it has been. Motion carried unanimously.

Motion by Buysse, second by Mead, to approve 2026 meeting dates and times. Motion carried unanimously.

Motion by Skorczewski, second by Runia, to approve a resolution authorizing the payment of claims between school board meetings. Motion carried unanimously by roll call vote.

Motion by Mead, second by Buysse, to approve a resolution appointing Superintendent Monson as the responsible contract authority. Motion carried unanimously by roll call vote.

Motion by Skorczewski, second by Runia, to authorize the use of facsimile signatures. Motion carried unanimously.

Motion by Buysse, second by Hennen, to authorize the Superintendent or Business Manager to make wire transfers. Motion carried 5-0 with Mead and Skorczewski abstaining.

Motion by Skorczewski, second by Mead, to designate Pemberton Law as school district legal counsel. Motion carried unanimously.

Motion by Buysse, second by Coequyt, to authorize the Superintendent or designee to contact legal counsel when necessary. Motion carried unanimously.

Motion by Skorczewski, second by Runia, to authorize the Superintendent or designee to hire staff. Motion carried unanimously.

Motion by Buysse, second by Coequyt, to authorize the Superintendent or Business Manager to invest school funds pursuant to Minnesota Statutes, approve the collateral from financial institutions, and approve PMA Asset Management for investing purposes. Motion carried 5-0 with Mead and Skorczewski abstaining.

Motion by Coequyt, second by Buysse, to designate the State Bank of Taunton and PMA Asset Management as official depositories. Motion carried unanimously.

Motion by Skorczewski, second by Mead, to designate the Minneota Mascot as the district's official newspaper. Motion carried unanimously.

Superintendent Monson reviewed upcoming meetings and important dates.

Motion by Skorczewski, second by Runia, to adjourn the meeting. Motion carried unanimously.

There being no further business, the meeting was adjourned at 5:46 pm.

Respectfully submitted,

---

Martin Hennen, Clerk

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

## **JANUARY 7, 2026 SCHOOL BOARD WORK SESSION MINUTES**

---

A Work Session of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, January 7, 2026, at 6:00 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. Ellie Gilliam and Brent Jones from Nexus Solutions attended the meeting. Nicolle Johnston, Jared Josephson, Kim Caster, and Scott Monson were also present.

Purposes of the Work Session were reviewed, including information sharing by Nexus Solutions and obtaining feedback from the School Board ,with no formal action being taken.

Motion by Mead, second by Runia, to approve the agenda as presented. Motion carried unanimously.

Ellie Gilliam and Brent Jones from Nexus Solutions shared information, including the Nexus planning process, insights from a staff survey conducted, updates on Nexus’ work that has happened to date, and a potential timeline and next steps.

Various conceptual options were shared and feedback from Board Members was provided.

Motion by Skorczewski, second by Buysse, to adjourn the Work Session. Motion carried unanimously.

There being no further business, the Work Session was adjourned at 7:09 pm.

Respectfully submitted,

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Martin Hennen, Clerk

# FUNDRAISER REQUESTS | JANUARY 2026 SCHOOL BOARD MEETING

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<b>Student Group</b>	<b>Fundraiser Title</b>	<b>Description</b>	<b>Timing</b>	<b>Where</b>	<b>Staff Member</b>
Business Classes	Spirit Box Vending Machine	A vending machine selling school supplies and potentially healthy snacks; curriculum is provided also for a business class; students will run/operate the vending machine to develop business skills	Starting Soon	TBD – Somewhere in the School	David Moriarty
Student Council	Coin Drive	Penny war/coin drive to earn money for the charity of the winning Home Team’s choice.	March 2026	Within the School	Carolyn Bot
Junior Class-Prom Committee	Sell Simply Sweet Cheesecakes	Self-explanatory.	Now	Student Sales	Shannon Sorensen
	KB’s Tip Night	Self-explanatory.	March 23, 2026	KB’s in Ghent	



## Scott Monson

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**From:** Mellenthin, Lauren <lauren.mellenthin@smsu.edu>  
**Sent:** Monday, December 22, 2025 12:37 PM  
**To:** Scott Monson  
**Cc:** Tara Skorczewski  
**Subject:** Contract between Minneota Public School District and Southwest Minnesota State University  
**Attachments:** Minneota Public School District 2026-2031.pdf

Good afternoon Superintendent Monson,

My name is Lauren Mellenthin and I am the Administrative Assistant in the Office of Placement & Licensure at Southwest Minnesota State University in Marshall, MN. I am in the process of working on updating the contracts that we currently have at SMSU **with school districts for our Education majors when it comes time for them to be placed for their field experiences.**

This contract is up in the summer of 2026. I have added to this email the updated contract. Please take some time to look it over and let me know if you have any questions. If not, you can send the signed copy back to myself. I will provide you with the fully executed version once I have it back from the University.

If you have any questions from me, please let me know.

Thank you and happy holidays!

### Lauren Mellenthin

#### Administrative Assistant

Office of Placement & Licensure

Southwest Minnesota State University

Individualized Learning 150A | 1501 State Street, Marshall, MN 56258

O: (507) 537-6370

[lauren.mellenthin@smsu.edu](mailto:lauren.mellenthin@smsu.edu)





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

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**Southwest Minnesota State University**

**AND**

**MINNEOTA PUBLIC SCHOOL DISTRICT**

This Agreement is entered into between the State of Minnesota, acting through its **Board of Trustees of the Minnesota State Colleges and Universities**, on behalf of **Southwest Minnesota State University** (hereinafter “University”), and **Minneota Public School District**, 504 N Monroe St, Minneota MN 56264 (hereinafter “District”).

This Agreement and any amendments and supplements thereto, shall be interpreted pursuant to the laws of the State of Minnesota.

**WITNESSETH THAT:**

WHEREAS, the University has established a baccalaureate teacher education program for qualified students preparing for and/or engaged in teaching careers; and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the University; and

WHEREAS, the District has suitable facilities for the instructional needs of the teacher education programs(s) of the University; and

WHEREAS, it is in the general interest of the District to assist in educating persons to be qualified or better qualified education personnel; and

WHEREAS, the University and the District are desirous of cooperating to furnish a classroom learning experience for teacher education students enrolled at the University consistent with Minn. Stat. §122A.69;

NOW, THEREFORE, it is mutually agreed by and between the University and the District:

**1. UNIVERSITY RESPONSIBILITIES**

- a. The University, which is accredited by the Higher Learning Commission, is responsible for offering a baccalaureate teacher education program that is approved by the Minnesota Board of Teaching.
- b. The University will be responsible for the general educational experience of student teachers assigned to District sites for classroom experience, unless otherwise agreed to in writing by the parties.

- c. The University is responsible for establishing prerequisite criteria for placement of student teachers at District which shall include the requirement that all student teachers have completed not less than two years of an approved teacher education program; and has overall responsibility for planning, directing and evaluating the students' classroom learning experiences.
- d. The University will provide the District with objectives for the classroom experience program, and educational goals for each student teacher, as appropriate. Implementation of those objectives will be accomplished jointly by the University and the District.
- e. The University will provide the District with requests for student teaching placements within a reasonable time in advance of any teaching period, together with relevant information with respect to the applicable credentials of each proposed student teacher and supervising teacher.
- f. The University will inform its faculty and students of the District's policies and regulations that relate to the program at the District including, but not limited to, the confidentiality of information related to its pupils.
- g. The University will inform its students who are participating in the program that they are encouraged to carry their own health insurance and are responsible for carrying their own professional liability insurance.
- h. The University agrees to notify its students that District requires each student to undergo a criminal/maltreatment background study pursuant to Minn. Stat. §§ 123B.03 and 299C.60, *et seq.* as a prerequisite to participation in the program. Participating students will be directed to District's policies and procedures to authorize and pay for the background studies. The University is not responsible for any cost associated with obtaining the background studies.
- i. The University shall pay an honorarium or stipend to the District for the placement of its student teachers. The amount of the honorarium or stipend will be commensurate with the number of weeks of student teaching and shall not exceed \$120.00 per student teacher. Payment shall be made to the District in the manner required.

## **2. DISTRICT RESPONSIBILITIES**

- a. The District shall assume full responsibility for the instruction of its pupils. It is understood that individual pupil instruction is not controlled, supervised, or paid for by the University.
- b. The District agrees to provide student teaching opportunities for student teachers assigned to District sites. To this end, the District will provide the equipment, facilities, supplies and services for student teachers assigned to the District necessary to meet the objectives of the University's program.
- c. District agrees to provide a licensed, full-time, continuing contract District teacher(s) who will supervise student teachers and such employees may establish and implement reasonable expectations of conduct applicable to their participation. The District shall provide supervising teachers that meet requirements outlined in Minnesota Rule 8705.1010 Subp. 3. A. (4).
- d. District has ultimate control over its sites and may immediately terminate participation in the program of any of the students enrolled in the program where required by an emergency involving health and safety; and in all other (non-emergency) instances, District shall consult with the University before taking any action to terminate the participation of a student.
- e. The District will provide the University with a copy of its policies and regulations which relate to the student teaching program.

- f. The District will provide an orientation to student teachers concerning its policies and procedures applicable to the program. The District shall allow a reasonable amount of District staff time for joint conferences with University faculty, for planning with University faculty, and for such other assistance as shall be mutually agreeable.
- g. When available, physical space such as offices, conference rooms, and classrooms of the District may be used by the University faculty and students who are participating in the clinical experience program.
- h. The District recognizes that it is the policy of the University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The District agrees to adhere to this policy in implementing this Agreement.
- i. District agrees that it will not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this Agreement. A student teacher shall not act as a substitute teacher.
- j. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The District agrees that in fulfilling the duties of this Agreement, the District is responsible for complying with the American with Disabilities Act, 42 U.S.C. Chapter 12101 et seq., and any regulations promulgated to the Act. The University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services and other areas covered by the ADA.

### **3. MUTUAL RESPONSIBILITIES**

- a. The University and District shall each identify a person or persons responsible for liaison during the course of this Agreement. The identity and contact information of these individuals shall be provided to the other party prior to each term during which University students are assigned to District sites under this Agreement. The persons responsible for the liaison will jointly plan for such matters as:
  - i. Selection, assignment and orientation of student teachers;
  - ii. Periodic review and preparation of objectives for the student teaching experience program; and
  - iii. Evaluation of student teacher performance.
  - iv. Communication to familiarize District personnel with the student teaching experience program's philosophy, goals and curriculum;
  - v. Communication to familiarize the College/University faculty with the District's philosophy, policy and program expectations;
  - vi. Communication to keep both parties and the parties' personnel who are assigned to the student teaching experience program informed of changes in philosophy, policies and any new programs which are contemplated;
  - vii. Communication about jointly planning and sponsoring in-service or continuing education programs (if appropriate);
  - viii. Communication to identify areas of mutual need or concern;
  - ix. Communication to seek solutions to any problems which may arise in the student teaching experience programs; and
  - x. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve the College/University's teacher education program curriculum.

It is understood and agreed by the parties that the District has final authority to determine the number of student teachers it will accept as program participants for each term and the District sites to which student teachers are assigned.

- b. The University has authority to withdraw, suspend or terminate a student teacher from the program for academic deficiencies, behavioral violations or other sufficient reason subject to applicable procedures afforded to the student teacher. The District may unilaterally suspend a student's participation in the program at the District for behavioral or other conduct that, in its good faith judgement, constitutes a threat to the health or safety of District personnel or pupils. The District liaison will consult with the University liaison before suspending a student teacher's participation, except where consultation is not reasonably possible under the circumstances.
- c. Student teachers are participants in an educational program, and for the purposes of this Agreement, shall not be considered employees of either the University or the District except as provided in Minn. Stat. § 122A.69. Student teachers shall not be entitled or eligible to participate in any benefits or privileges given or extended to employees of the District or University except as provided in Minn. Stat. § 122A.69.

**4. INSURANCE.** Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

**a. Commercial General Liability Insurance**

The University will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. 3.736, subd. 4, with limits not less than \$500,000 per person and \$1,500,000 per occurrence for bodily injury and property damage.

The District will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. Chapter 466, with limits not less than \$500,000 per claimant and \$1,500,000 per occurrence for bodily injury and property damage.

**b. Professional Liability Insurance**

The District will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than \$500,000 per claimant and \$1,500,000 per occurrence.

If insurance covered by claims-made policies is discontinued, then extended reporting period coverage must be obtained and evidence of such coverage shall be provided to the other party.

**c. Additional Conditions:**

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

If District receives a cancellation notice from an insurance carrier affording coverage herein, District agrees to notify the University within five (5) business days with a copy of the cancellation notice, unless District's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to the University.

Each party, at its sole expense, shall provide and maintain workers' compensation insurance as such party may be required to obtain by law. The University is self-insured for Workers' Compensation purposes, and any such insurance extends only to employees of the University, not to students.

**5. EMERGENCY MEDICAL CARE & INFECTIOUS DISEASE EXPOSURE**

- a. Any emergency medical care available at the District will be available to University faculty and students. University faculty and students will be responsible for payment of charges attributable to their individual emergency medical care at either the District or the University.

- b. Any University faculty member or student who is injured or becomes ill while at the District shall immediately report the injury or illness to the District and receive treatment (if available) at the District or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the University faculty member or student who receives the treatment and not the responsibility of the District or the University.

## **6. LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The University's liability shall be governed by the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable laws.

## **7. TERM OF AGREEMENT**

This Agreement is effective on the later of July 1, 2026, or when fully executed, and shall remain in effect until June 30, 2031. This Agreement may be terminated by either party at any time upon one year written notice to the other party. Termination by the District shall not become effective with respect to students then participating in the student teaching program.

## **8. FINANCIAL CONSIDERATION**

- a. Except as expressly provided in this Agreement, the University and the District shall each bear their own costs associated with this Agreement and no payment is required by either the University or the District to the other party.
- b. The District is not required to reimburse the University faculty or students for any services rendered to the District or its students pursuant to this Agreement.

## **9. AMENDMENTS**

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

## **10. ASSIGNMENT**

Neither the University nor the District shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

## **11. STATE AUDIT**

The books, records, documents and accounting procedures and practices of the District relevant to this Agreement shall be subject to examination by the University and the Legislative Auditor.

## **12. DATA PRIVACY**

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The District and University must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the University in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the District in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the District or the University.

In the event the District receives a request to release the data referred to in this clause, the District must immediately notify the University. The University will give the District instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement. The District may require student teachers to sign an authorization to permit the District and University to exchange information about the student teacher's participation and performance in the program.

13. **GOVERNING LAW**

This Agreement will be governed by and construed pursuant to the laws of the state of Minnesota.

14. **ENTIRE AGREEMENT**

This Agreement constitutes and expresses the entire agreement and understanding between the parties relative to the program. This Agreement supersedes all other prior agreements between the parties.

The rest of this page intentionally left blank. Signature page to follow.

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

**APPROVED:**

**1. DISTRICT: Minneota Public School District**

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

By (authorized signature and printed name)
Title
Date

**2. VERIFIED AS TO ENCUMBRANCE:**

Employee certifies that funds have been encumbered as required by Minnesota Statutes §16A.15.

By (authorized signature and printed name)  Brian Gelster
Title Buyer 2
Date

**3. MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**Southwest Minnesota State University:**

By (authorized signature and printed name)  George Bass
Title Director of Business Services
Date

**4. AS TO FORM AND EXECUTION:**

By (authorized signature and printed name)  Brian Gelster
Title Buyer 2
Date

**PREVIOUS**

**BUSINESS**



## **2026 SCHOOL BOARD MEETING SCHEDULE**

WEDNESDAY, JANUARY 21, 2026 AT 5:30 PM

WEDNESDAY, FEBRUARY 18, 2026 AT 5:30 PM

WEDNESDAY, MARCH 11, 2026 AT 5:30 PM

<sup>1</sup>TUESDAY, APRIL 21, 2026 AT 5:30 PM

WEDNESDAY, MAY 13, 2026 AT 5:30 PM

WEDNESDAY, JUNE 17, 2026 AT 7:00 AM

WEDNESDAY, JULY 22, 2026 AT 7:00 AM

WEDNESDAY, AUGUST 12, 2026 AT 7:00 AM

<sup>1</sup>TUESDAY, SEPTEMBER 22, 2026 AT 5:30 PM

WEDNESDAY, OCTOBER 14, 2026 AT 5:30 PM

MONDAY, NOVEMBER 18, 2026 AT 5:30 PM

<sup>1,2</sup>TUESDAY, DECEMBER 22, 2026 AT 6:00 PM

<sup>1</sup>*MEETING DATE ADJUSTED DUE TO A CONFLICT*

<sup>2</sup>*MEETING TIME ADJUSTED FOR TRUTH-IN-TAXATION*



# Minneota Public School District Policy 619

Adopted: March 2014

Revised: July/January 20264

## **619 STAFF DEVELOPMENT FOR STANDARDS**

### **I. PURPOSE**

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

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

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

### **III. STANDARDS FOR STAFF DEVELOPMENT**

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

#### IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

- B. Teachers/Administrators
1. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)  
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)  
Minn. Stat. § 122A.16 (Qualified Teacher Defined)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 616 (School District System Accountability)



# Minneota Public School District Policy 708

Adopted: January 2023

Adopted: JulyJanuary 20264

## **708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS**

### **I. PURPOSE**

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

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

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

### **III. ELIGIBILITY**

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes, sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school must pay the cost of such transportation provided outside the school district boundaries.

- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies.
- F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.
- G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

#### **IV. STUDENTS WITH DISABILITIES**

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district must provide necessary

transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school must pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.

- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

## V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

**Legal References:** Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.84 (Policy)  
Minn. Stat. § 123B.86 (Equal Treatment)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)

Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)  
*Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)  
*Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)  
*Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8<sup>th</sup> Cir. 1992)  
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)  
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)  
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)  
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

***Cross References:***

MSBA/MASA Model Policy 707 (Transportation of Public School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)



# Minneota Public School District Policy 710

Adopted: July 2023

Revised: ~~June~~January 2026

## **710 EXTRACURRICULAR TRANSPORTATION**

### **I. PURPOSE**

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

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

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

### **III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION**

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by the Activities Director or another administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

### **IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES**

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

## V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

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

Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

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

MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)



# Minneota Public School District Policy 711

Adopted: November 2022

Revised: September/January 2026

## **711 VIDEO RECORDING ON SCHOOL BUSES**

### **I. PURPOSE**

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

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

#### **A. Placement**

1. Every morning and afternoon, each and every school bus operated by Minneota Public Schools – who contracts transportation services through 4.0 – and operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus contracted through 4.0 and operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

#### **B. Use of Video Recordings**

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.

2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g and the rules and/or regulations promulgated thereunder.
3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until re-looped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
 Minn. Stat. § 121A.585 (Notice of Recording Device)  
 Minn. Stat. § 138.17 (Government Records, Administration)  
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

***Cross References:***

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
 MSBA/MASA Model Policy 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 709 (Student Transportation Safety Policy)  
 MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



# Minneota Public School District Policy 713

Adopted: February 2004

Revised: November/January 2026

## 713 STUDENT ACTIVITY ACCOUNTING

### I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

### II. GENERAL STATEMENT OF POLICY

#### A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

#### B. Extracurricular Activities

The school board shall review and account for all student activity accounting that relates to extracurricular activities.

#### C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

### III. DEFINITIONS

#### A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for

improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

#### **IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities under board control in accordance with UFARS and MAFA and school district policies and procedures.
4. All student activity funds will be collected and expended:
  - a. in compliance with school district policies and procedures;
  - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
  - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
  - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
  - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

## V. DEMONSTRATION OF ACCOUNTABILITY

### A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

### B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

**Legal References:** Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.35 (General Policy)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.38 (Hearing)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)  
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)  
*Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)  
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

**Cross References:** Uniform Financial Accounting and Reporting Standards (AUFARS)  
MSBA/MASA Model Policy 510 (School Activities)  
MSBA/MASA Model Policy 511 (Student Fundraising)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 706 (Acceptance of Gifts)



# Minneota Public School District Policy 714

Adopted: May 2011

Revised: August/January 2026

## 714 FUND BALANCE

### I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

### II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

### III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

#### **IV. CLASSIFICATION OF FUND BALANCES**

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

#### **V. MINIMUM FUND BALANCE**

- A. The school district will strive to maintain a minimum unassigned general fund balance of 12%-15% (twelve to fifteen percent) of the annual budget.
- B. In the event the district’s unassigned general fund balance drops below 15% (fifteen percent) or is projected to fall below 15% (fifteen percent) at the end of a fiscal year, the Superintendent shall make recommendations how to initiate the following measures to create a balanced or a surplus budget.
  - 1. Reduce expenses through implementation of cost containment measures.
  - 2. Seek opportunities to increase revenue. Consider fee increases where appropriate.

3. If permitted by state law, request from voters additional revenue through an increase in the operating levy referendum or other financial options.
  4. A combination of the above items.
- C. The Superintendent will propose recommendations to the Finance Committee and the full School Board, and those recommendations will be considered by the School Board.

## **VI. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order: restricted, committed, assigned, and unassigned.

## **VII. COMMITTING FUND BALANCE**

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

## **VIII. ASSIGNING FUND BALANCE**

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the Superintendent, in consultation with the School Board Finance Committee. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

## **IX. REVIEW**

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

***Legal References:*** Statement No. 54 of the Governmental Accounting Standards Board

***Cross References:*** None



# Minneota Public School District Policy 721

Adopted: August 2017

Revised: November/January 2026

## **721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES**

### **I. PURPOSE**

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

### **II. DEFINITIONS**

#### **A. Grants**

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. “Federal award” has the meaning, depending on the context, in either paragraph 1, 2, or 3 of this definition:

1. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, [section 200.101](#) (Applicability); or
2. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, [section 200.101](#) (Applicability).

3. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, [section](#) 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
  4. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).
  2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$~~175~~50,000 (periodically adjusted for inflation).
  3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
  5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$~~5~~10,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or

accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, [§section 200.431](#) (Compensation - Fringe Benefits).

- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, [section 200.431\(g\)](#) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency

policies.

#### IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered~~used when possible~~.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
  1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.

2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b. Proposals must be solicited from an adequate number of qualified sources;
  - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.

- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
  - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, [section](#) 180.215.

## V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, [sections](#) 200.311, 200.314, and 200.315.

## B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken, and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

## C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

## VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should align be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with the United States Constitution, federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.

2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at:  
<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. “Omni Circular” or “2 Code of Federal Regulations, Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;

13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);

9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations, [section 200.441](#) as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps, or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.

- b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.

c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.

4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

#### H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

#### I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.

2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

#### K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

### VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

#### A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific

requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, [section 200.447\(d\)](#)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
  5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
  6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
  2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with the school district's cost accounting practices and school district policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

***Legal References:***

- 2 C.F.R. § 200.12 (Definitions: Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.214 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Federal Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Federally-Owned and Exempt Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Financial Reporting)
- 2 C.F.R. § 200.339
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)

2 C.F.R. § 200.474 (Transportation Costs)  
2 C.F.R. § 200.475 (Travel Costs)

***Cross References:*** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
~~[MSBA/MASA Model Policy 210.1 \(Conflict of Interest – Charter School Board Members\)](#)~~  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)



# Minneota Public School District Policy 903

Adopted: March 20, 2018

Revised: September/January 2026

## **903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

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

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

### **III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS**

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

### **IV. RESPONSIBILITY**

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students, and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

**V. VISITOR LIMITATIONS**

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property, or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees, or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal, or a person designated by the school principal, in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options [Act/Program](#))  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses)

**Cross References:** None



# Minneota Public School District District Procedures

Adopted: August 2023

Updated: ~~October~~ January 2024

## DISTRICT PROCEDURES: BACKUP AND RETENTION

### 1. PURPOSE

The purpose of these backup procedures is to ensure that critical data is securely backed up, and can be easily recovered in the event of a disaster, system failure, or data loss. These procedures apply to all data and systems owned by Minneota Public Schools – ISD 414 and defines the backup requirements, procedures, and responsibilities for the Technology Director.

### 2. DEFINITION

Backup is the process of creating a copy of the data on our system that we would use for recovery in case your original data was lost or corrupted. We could also use backup to recover copies of older files if we have previously deleted them from our system(s).

### 3. STUDENT RECORDS

3.1 Student records will be retained in accordance with the Minnesota General Records Retention Schedule for School Districts and all applicable state and federal laws.

3.2 Student cumulative records are permanent records and must be retained indefinitely.

### 4. EMAIL AND CLOUD COLLABORATION RECORDS

4.1 Official district email and collaboration records will be retained through Google Vault (or Microsoft 365 retention policies, if applicable).

4.2 The district will retain email and associated electronic records for a minimum of ten (10) years, unless longer retention is required by law, the state schedule, audit needs, a legal hold, or superintendent directive.

4.3 Deletion of items from user accounts does not override retention policies or legal holds.

### 5. STUDENT INFORMATION SYSTEM (SIS) / MARSS-RELATED DATA

5.1 SIS data, including attendance, enrollment, and other Minnesota Automated Reporting Student System (MARSS) reported elements, will be retained in accordance with the Minnesota General Records Retention Schedule for School Districts and maintained long enough to support MARSS reporting, corrections, and audit requirements.

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### ~~3-6.~~ PROCEDURES AND SCHEDULE BACKUP PROCEDURES, SAFEGUARDS, AND SCHEDULE

Backup Frequency:

6.1 All critical data must be backed up **daily**.

6.2 All non-critical data should be backed up **at least weekly**~~once a week~~.

Official Storage Locations:

6.3 District data must be created, stored, and maintained only in approved district storage systems to ensure proper backup and retention.

6.4 Approved/official storage locations include:

- Staff Shared Drive (FS1) district network storage, and
- Google Workspace for Education storage (e.g., Google Shared Drives and Google Drive files/documents).

6.5 Data stored outside approved locations (including personal cloud accounts or unmanaged services) is not considered an official record and may not be backed up or recoverable.

Cloud Retention and Archiving (Google Vault):

6.6 The district will use Google Vault to automatically retain and archive official records stored in Google Workspace, including Gmail, and Google Drive/Shared Drives, in accordance with district retention requirements and applicable law.

6.7 Vault retention rules—including retention length, holds, and eDiscovery settings—will be configured and maintained by the Technology Director.

6.8 Deletion of items from user accounts does not override Vault retention rules or legal holds.

Local Storage Restrictions:

6.9 District data must not be stored on local computer hard drives, USB devices, or other non-approved storage media.

6.10 Temporary local storage for active work may be used only when necessary and must be transferred to an approved storage location as soon as practical.

6.11 Data left on local devices is **strongly discouraged** and may not be included in district backups.

Backup Retention:

6.12 Daily backups must be retained for a minimum of 7 days.

6.13 Weekly backups must be retained for a minimum of 4 weeks.

6.14 Monthly backups must be retained for a minimum of 6 months.

6.15 Annual backups must be retained for a minimum of 7 years.

Backup Storage:

6.16 Backup data must be stored securely, in multiple locations.

6.17 Any backup media must be rotated on a regular basis to ensure that the most recent data is always available.

Backup Encryption Requirements:

6.18 All district backups must be encrypted in transit (during transfer) and at rest (while stored), using industry-standard encryption methods.

6.19 Any backup media or devices used for storage (including USB drives, NAS devices, external drives, or tape media) must be encrypted or stored within an encrypted backup system.

6.20 Use of encrypted backup media is strongly encouraged whenever removable or portable storage is required to support backup operations.

Backup Verification:

6.21 The Technology Director must verify the integrity of backups through scheduled test restores every 6 months.

6.22 The Technology Director will retain backup verification and test-restore logs for compliance and audit purposes. Logs will be stored in an approved district location and retained according to district retention requirements.

6.23 Any failed backup must be immediately investigated, corrected, and documented.

~~6.18 The Technology Director must verify the integrity of all backups by conducting test restores every 6 months.~~

~~6.19 Failed backups must be immediately investigated and remediated.~~

#### 4.7. RESPONSIBILITIES

7.1 ~~4.1~~ The Technology Director is responsible for implementing and maintaining the backup retention, encryption, and recovery procedures.

4.2 Department managers, with assistance from the Technology Director, are responsible for identifying and classifying critical data ensuring that all critical data is identified and backed up as per these procedures.

4.3 All staff must save district data to designated network or cloud storage employees are responsible for ensuring that data is saved to the designated network locations to ensure proper backups and retention.

7.4 All staff are responsible for ensuring district data is stored only in approved storage locations and not on local computer drives or personal cloud accounts. Approved storage locations included the Staff Shared Drive (FS1) and Google Docs.

#### 5.8. DISASTER RECOVERY

5.8.1 In the event of a disaster or system failure, the Technology Director (or another designated staff member) will restore data from the most recent backup.

5.8.2 The Technology Director will prioritize data recovery according to the needs of the district, as defined in the disaster recovery plan.

#### 6.9. PROCEDURES REVIEW

6.1 These backup procedures will be reviewed **annually** to ensure that they remain relevant and effective.

6.2 Any changes to these backup procedures must be reviewed by the Technology Director and Superintendent prior to being communicated to relevant staff.

#### 7.10. COMPLIANCE

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

#### 8.11. EXCEPTIONS TO THESE PROCEDURES

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

#### 9.12. RESPONSIBLE DEPARTMENT

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

12.2 In the absence of the Technology Director, a designated and trained backup staff member shall carry out responsibilities.

**NEW**

**BUSINESS**

# 2026-2027 SCHOOL YEAR BUDGET DEVELOPMENT ASSUMPTIONS/PARAMETERS

Assumption/Parameter	Approved Assumptions-Parameter Details
Student Enrollment	The district will project student enrollment using a combination of actual enrollment data, historical grade-to-grade progression, the most recent census information, and other available projection sources. Additional relevant factors will be considered as appropriate. Enrollment forecasting for the 2026–2027 school year will be <b>conservative, yet realistic</b> , recognizing the direct relationship between enrollment and revenue while striving to avoid over- or under-projection.
Fund Balance	The General Fund balance has fluctuated over the past five years and was <b>28.94% at the close of the 2024–2025 school year</b> . Based on the original 2025–2026 budget (prior to revision), the district currently projects a <b>decline in fund balance</b> at the end of the current fiscal year. As part of the 2026–2027 budget development process, discussion will be required regarding the <b>appropriate and strategic use of fund balance</b> to support programming, staffing, professional development, curriculum, and other identified district needs. The district’s Fund Balance Policy calls for maintaining an <b>unassigned General Fund balance between 12% and 15%</b> of the annual budget. The 2026–2027 budget will be developed with the intent to remain in compliance with this policy, while recognizing the growing challenge of balancing ongoing expenditures with recurring revenues.
Staffing	Staffing levels will be established to align as closely as possible with projected enrollment, instructional needs, and appropriate class sizes. Compensation costs resulting from collective bargaining agreements and individual employment contracts will be incorporated into the preliminary budget using finalized terms when available, or reasonable projections when final terms are not yet known. The district will continue to negotiate <b>fair, equitable, and sustainable agreements</b> , while recognizing that staffing costs represent the most significant component of the district’s operating budget and are a key factor in the ability to maintain a balanced financial plan.
Inflation	The district will assume a <b>5% inflationary increase</b> for tangible materials and supplies. Items expected to experience inflationary pressures that are materially higher or lower than 5% will be evaluated individually and adjusted as appropriate.
State Funding	The State of Minnesota’s current and long-range budget outlook presents ongoing concerns for school districts. For preliminary planning purposes, the district will assume a <b>3% increase to the Formula Allowance</b> , which is estimated to result in approximately <b>\$75,000 in additional aid and levy revenue</b> for the district. This assumption reflects cautious optimism while acknowledging that <b>state funding has not consistently kept pace with inflationary cost increases</b> faced by school districts.

Assumption/Parameter	Approved Assumptions-Parameter Details
Employee Retirement and Other Taxes	The district contribution rate for the Teachers Retirement Association (TRA) is <b>9.81%</b> . The employer contribution rate for PERA remains unchanged at <b>7.5%</b> . Beginning January 1, 2026, the district will be required to contribute <b>0.44% of salaries and wages</b> for Minnesota Paid Leave. These statutory costs will be incorporated into the preliminary budget and represent <b>non-discretionary expenditures</b> over which the district has limited control.
Long Term Facilities Maintenance Planning	Long-Term Facilities Maintenance (LTFM) revenue supports qualifying deferred maintenance and facility needs. The district receives approximately <b>\$725,000 annually</b> in LTFM revenue. A significant portion of this funding continues to be committed to <b>debt service payments</b> related to prior facility projects and health and safety bonds. Remaining LTFM funds will be prioritized for eligible facility needs through the <b>Buildings and Grounds/LTFM Committee</b> and presented to the School Board for consideration within the framework of the <b>district's 10-year LTFM plan</b> .
Special Education Funding	At this time, there remains <b>no reliable model</b> for accurately projecting Special Education Aid. As a result, revenue estimates for this portion of the budget continue to involve a high degree of uncertainty and represent a significant budgeting challenge. For the 2026–2027 budget, the district will utilize all available information and adopt a <b>measured and conservative approach</b> , recognizing that special education costs are largely driven by student need and compliance requirements rather than discretionary decision-making.
Overall Budgeting Priorities	<p>On a <b>preliminary basis</b>, the district anticipates projecting a <b>deficit budget for the 2026–2027 school year</b>. This projection reflects the ongoing reality that <b>state funding has not kept pace with inflationary and operational cost increases</b>, particularly in the areas of staffing, benefits, and mandated services.</p> <p>As the budget development process continues, additional factors may influence this outlook, including but not limited to:</p> <ul style="list-style-type: none"> <li>• The need to remain competitive in a challenging labor market</li> <li>• Enrollment fluctuations during the summer and throughout the school year</li> <li>• Future-focused programming, technology, and instructional planning</li> <li>• Needs identified through budget review, discussion, and decision-making</li> <li>• Continued inflationary pressures on supplies and operational costs</li> <li>• Student programming and staffing adjustments based on enrollment</li> <li>• Ongoing unfunded or underfunded legislative mandates</li> </ul> <p>The district remains committed to <b>thoughtful planning, transparency, and collaboration</b> with the School Board as it works to balance fiscal responsibility with the educational needs of students.</p>

## 2026-2027 Early Childhood Tuition-Fee Schedule | 1/13/2026

<b>2026-2027 School Readiness Tuition/Fee Schedule Information</b>							
<b>Program Offering</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026 Approved</b>	<b>2026-2027 Proposed</b>
Five (5) Full Days					\$ 2,925	\$ 3,159	\$ 3,475
Four (4) Full Days	\$ 1,922	\$ 1,970	\$ 2,010	\$ 2,161	\$ 2,377	\$ 2,567	\$ 2,824
<b>Three (3) Full Days</b>	<b>\$ 1,533</b>	<b>\$ 1,571</b>	<b>\$ 1,603</b>	<b>\$ 1,723</b>	<b>\$ 1,895</b>	<b>\$ 2,047</b>	<b>\$ 2,251</b>
<b>Two (2) Full Days</b>	<b>\$ 1,022</b>	<b>\$ 1,048</b>	<b>\$ 1,069</b>	<b>\$ 1,149</b>	<b>\$ 1,264</b>	<b>\$ 1,369</b>	<b>\$ 1,506</b>
Two (2) Half Days	\$ 543	\$ 557	\$ 568	\$ 611	\$ 672	\$ 728	\$ 801
<b>2026-2027 School Readiness Sliding Scale</b>							
<b>Program Offering</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026 Approved</b>	<b>2026-2027 Proposed</b>
Reduced Five (5) Full Days					\$ 1,931	\$ 2,117	\$ 2,328
Free Five (5) Full Days					\$ 965	\$ 1,042	\$ 1,147
Reduced Four (4) Full Days	\$ 1,141	\$ 1,170	\$ 1,193	\$ 1,283	\$ 1,569	\$ 1,720	\$ 1,892
Free Four (4) Full Days	\$ 649	\$ 665	\$ 678	\$ 729	\$ 784	\$ 847	\$ 932
<b>Reduced Three (3) Full Days</b>	<b>\$ 910</b>	<b>\$ 933</b>	<b>\$ 952</b>	<b>\$ 1,023</b>	<b>\$ 1,251</b>	<b>\$ 1,371</b>	<b>\$ 1,508</b>
<b>Free Three (3) Full Days</b>	<b>\$ 518</b>	<b>\$ 530</b>	<b>\$ 541</b>	<b>\$ 582</b>	<b>\$ 625</b>	<b>\$ 675</b>	<b>\$ 743</b>
<b>Reduced Two (2) Full Days</b>	<b>\$ 607</b>	<b>\$ 622</b>	<b>\$ 635</b>	<b>\$ 682</b>	<b>\$ 834</b>	<b>\$ 917</b>	<b>\$ 1,009</b>
<b>Free Two (2) Full Days</b>	<b>\$ 345</b>	<b>\$ 354</b>	<b>\$ 361</b>	<b>\$ 388</b>	<b>\$ 417</b>	<b>\$ 452</b>	<b>\$ 497</b>
Reduced Two (2) Half Days	\$ 323	\$ 331	\$ 337		\$ 444	\$ 488	\$ 536
Free Two (2) Half Days	\$ 183	\$ 188	\$ 192		\$ 222	\$ 240	\$ 264
<b><i>Families Qualifying for Reduced Meals Receive a 33% Tuition Reduction   Families Qualifying for Free Meals Receive a 66% Tuition Reduction</i></b>							

# Minneota Public Schools Technology Budget

Expenses and Categories				2026-2027 Proposed		
DEVICES AND EQUIPMENT	Quantity	Unit Price	Total Price			
Chromebooks	115	\$ 420	\$ 48,300			
Chromebook Management Licenses	115	\$ 35	\$ 4,025			
Chromebook Insurance [4 year]	115	\$ 140	\$ 16,100			
Concurrent Enrollment Laptops	30	\$ 700	\$ 21,000			
Teacher Laptops and RAM [Dell Latitude]	10	\$ 1,078	\$ 10,784			
Staff Secondary Laptops	20	\$ 780	\$ 15,600			
Docking station	5	\$ 235	\$ 1,175			
Server Host and Drives	1	\$ 14,200	\$ 14,200			
UPS Back-Ups [ERATABLE]	6	\$ 1,800	\$ 10,800			
LICENSES/CONTRACTS	Quantity	Unit Price	Total Price			
Cybersecurity Services [5 year Through 2027]	1	\$ 6,038	\$ 6,038			
SentinelOne Cybersecurity Protection [Servers]	15	\$ 39	\$ 585			
SentinelOne Cybersecurity Protection [Workstations]	12	\$ 27	\$ 321			
Offsite Backups	1	\$ 6,500	\$ 6,500			
SWWC Technology Networking Services	1	\$ 26,203	\$ 27,394			
LearnPlatform (Student Data Privacy)	1	\$ 1,950	\$ 2,340			
LineWize Classroom Management	1	\$ 3,900	\$ 3,900			
LineWize Cloud Filtering	1	\$ 3,000	\$ 3,000			
ClearGov Website ADA Compliance	1	\$ 2,500	\$ 2,500			
SMART Notebook Renewal	40	\$ 60	\$ 2,400			
Microsoft Renewal plus Intune Add-on	86	\$ 65	\$ 5,590			
5GB Plan - SmartBus Hot Spots Renewal	2	\$ 608	\$ 1,217			
Dameware Mini Remote Control License Renewal	1	\$ 85	\$ 85			
JAMF Management System	1	\$ 1,700	\$ 1,700			
PDQ Deploy Enterprise Mode	1	\$ 450	\$ 450			
Wildcard Certificate	1	\$ 155	\$ 155			
Swank Movie License [3 years]	1	\$ 1,700	\$ 1,700			
Extreme Switch License [4 years]	1	\$ 500	\$ 500			
Duo	115	\$ 20	\$ 2,300			
Adobe Pro Licensing	3	\$ 210	\$ 630			
Adobe Creative Cloud License	1	\$ 420	\$ 420			
SMORE Newsletter	1	\$ 1,100	\$ 1,100			
Rise Vision	2	\$ 150	\$ 300			
SUBSCRIPTIONS	Quantity	Unit Price	Total Price			
Educational Subscriptions	1	\$ 75,000	\$ 75,000			
ChatGPT Business	4	\$ 300	\$ 1,200			
MISCELLANEOUS	Quantity	Unit Price	Total Price			
SWWC Technology Integration and AI Services	1	\$ 25,984	\$ 25,984			
Cleaning Supplies	1	\$ 500	\$ 500			
iPad Repairs	1	\$ 600	\$ 600			
Miscellaneous Services and Repairs	1	\$ 5,000	\$ 5,000			
Technology Innovation Grant Funds	1	\$ 30,000	\$ 30,000			
Miscellaneous-General Supplies	1	\$ 5,250	\$ 5,250			
<b>2026-2027 Totals</b>			<b>\$ 356,643</b>			
<b>Change from 2025-2026</b>			<b>\$ (38,449)</b>			
			<b>-9.73%</b>			
<b>Includes \$30,000 for Technology Innovation Funding [Pilot]</b>						

# Technology Innovation Funding | Overview

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## Executive Summary

This initiative would establish a **structured, teacher-driven innovation funding process** that supports instructional technology ideas outside the normal replacement or refresh cycle. The focus is on **instructional impact, scalability, and responsible stewardship**, not gadgets for their own sake. Clear guardrails protect equity, workload, and long-term sustainability.

## Purpose & Philosophy

The intent of this program is to:

- Encourage **teacher-led innovation** tied directly to teaching and learning
- Provide a **controlled, equitable pathway** for piloting new technology ideas
- Surface **promising practices** that could later be scaled district-wide
- Ensure technology **purchases align with district goals**, infrastructure, and capacity

This is supplemental funding, not a workaround for routine replacement or core instructional needs.

## Eligibility Guidelines: Who May Apply

- Licensed teachers and instructional staff
- Individual or small team applications encouraged
- Cross-grade or cross-department proposals welcome

## Eligibility Guidelines: What Is Eligible

- Technology tools, software, or equipment that:
  - Directly supports instruction or student learning
  - It is not part of the district's regular replacement cycle
  - Represents a pilot, new approach, or expanded use
- Professional learning directly tied to the proposed technology (when appropriate)

## Eligibility Guidelines: What Is Not Eligible

- Routine replacements (e.g., standard teacher devices)
- Items already budgeted or scheduled for purchase
- Technology without a clear instructional purpose
- Ongoing subscriptions without a sustainability plan

## Funding Parameters

To manage expectations and fiscal risk:

- **Typical award range:** e.g., \$250–\$2,500 per proposal
- **Annual funding cap:** Determined by the Board-approved budget; \$30,000 in 2026-2027
- **Number of awards:** Dependent on funding and proposal quality

You may also reserve the right to:

- Partially fund proposals
- Combine similar proposals for efficiency

## Application Requirements (Simple but Rigorous)

Keep this concise—1–2 pages max:

# Technology Innovation Funding | Overview

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Applicants should address:

1. **Instructional Purpose**
  - What instructional challenge or opportunity does this address?
  - How will student learning be impacted?
2. **Description of Technology**
  - What is being requested?
  - How will it be used in the classroom?
3. **Alignment**
  - How does this align with district goals, curriculum, or initiatives?
4. **Implementation Plan**
  - When and how will it be implemented?
  - Any training or support needed?
5. **Evaluation & Reflection**
  - How will success be measured?
  - What will be shared with colleagues?
6. **Budget**
  - Itemized costs with vendor information, when possible
7. **Impact**
  - How many students will be impacted?
  - How will student impact be tracked?

## Review & Approval Process

To maintain trust and transparency:

- Proposals reviewed by:
  - Technology Committee (primary)
  - Administration (final approval)
- Review criteria may include:
  - Instructional value
  - Equity and scalability
  - Feasibility and sustainability
  - Cost-effectiveness

Final approval authority should remain with administration to ensure:

- Infrastructure compatibility
- Policy compliance
- Budget oversight

## Implementation Expectations

Approved recipients would agree to:

- Implement the technology during the agreed timeframe
- Participate in brief check-ins if requested
- Share outcomes, reflections, or demonstrations with colleagues
  - (Staff meeting, PLC, or short written summary)

This reinforces that the fund benefits the system, not just individual classrooms.

## Legal, Policy, and Contractual Considerations to Flag

- **Purchasing compliance:** All purchases will follow district procurement procedures
- **Equity:** Ensure access across grade levels and departments over time
- **Workload:** Participation should be voluntary and not create implied contractual obligations
- **Data privacy:** All software must meet student data privacy requirements
- **Sustainability:** Avoid creating unfunded future obligations



# 2026-2027 School Calendar – DRAFT/NOT FINAL

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## **KEY CONSIDERATIONS**

As we begin developing a preliminary calendar for the 2026–2027 school year, several structural factors and decision points warrant early discussion. Some of these are routine considerations, while others are amplified, due to the placement of holidays and existing family and staff preferences. The items below are intended to point out trade-offs and identify areas where guidance may be helpful before finalizing the calendar.

### **1. Labor Day Timing and Semester Balance**

Labor Day in 2026 falls as late as it possibly can. This significantly compresses the number of available student contact days prior to winter break and results in a notable imbalance in student contact days between Semester 1 and Semester 2. While neither issue is unusual in isolation, the late Labor Day magnifies both and limits flexibility in the first semester.

### **2. Scheduling of “Staff Workshop Week”**

Staff workshop days are currently scheduled for Monday–Wednesday during the week immediately preceding the start of school, which coincides with the start of fall activities. The question for consideration is whether this timing continues to best support staff preparation, student activities, and operational needs, or whether an alternative structure should be explored.

### **3. Parent-Teacher Conferences Following Quarter 1**

Parent-teacher conferences are currently scheduled on a Monday, one full week after the conclusion of Quarter 1. Historically, families have expressed a preference for Monday conferences. It may be beneficial to reaffirm this preference or consider whether adjustments are needed, given calendar constraints.

### **4. School Session on Wednesday, December 23**

A decision will be whether to hold school on Wednesday, December 23, or to begin winter break at that time. Some families and staff may prefer not to have school on that date. However, removing that day would further reduce Semester 1 contact days—potentially creating a difference of approximately 13 days between the two semesters—and would likely require extending the school year to Monday, May 24 for the final student contact day [*bringing students back for one day of school*].

### **5. Parent-Teacher Conferences Following Quarter 3**

Parent-teacher conferences after Quarter 3 are currently scheduled on a Wednesday, two weeks after the end of the quarter and prior to the March 25 MRVED Collaborative Day. The question is whether this placement continues to make sense instructionally and logistically, or if a realignment of some sort should be reconsidered.

### **6. Use of “Extended Weekends” in the Spring**

Extended weekends are currently scheduled for Friday, February 12; Monday, March 29; and Friday, April 23. Previous feedback from staff and families suggests these breaks are generally appreciated, particularly when they provide relief during longer stretches without scheduled days off. We may wish to consider whether to maintain, reduce, or adjust these extended weekends, given the overall calendar balance.

### **7. Graduation Date**

Graduation has traditionally been scheduled for the Saturday prior to the final week of school. While this has been the established practice, the original rationale is unclear. This may be an opportunity to confirm whether this timing still aligns with community expectations, staffing considerations, and end-of-year instructional priorities.

# Minneota High School

504 N Monroe St  
Minneota, MN 56264



2026-2027

Post-Secondary Enrollment Options (PSEO)  
Program Guide and Student Intention Agreement

## College Credit Options

**Concurrent Enrollment:** Concurrent Enrollment is a dual credit option that provides high school students with the opportunity to take college-credit bearing courses taught by college-approved high school teachers at a high school. High school students may earn both high school and college credit at no cost. Here at MHS we partner with Minnesota West Technical and Community College to provide our students the opportunity to earn up to 32 college credits. Our course offerings are:

AGRI 1101 - Intro to Animal Science

HLTH 2240 - Basic Nutrition

AGRI 1102 - Principles of Agronomy

MATH 1105 - Intro to Prob & Stats

BUS 1101 - Intro to Business

MATH 1111 - College Algebra

CHEM 1101 - General Inorganic Chemistry I

MATH 1113 - Pre-Calculus

CHEM 1102 - General Inorganic Chemistry II

**Online College Classes:** Online college classes are courses taught by college instructors online. Minnesota High School partners with Online College is the High School (OCHS). There is no cost for students. Registration is handled by MHS at the time of high school registration using a separate process.

**Postsecondary Enrollment Options (PSEO):** The PSEO program is a dual credit program that allows high school students to simultaneously earn high school and college credit through enrollment in and successful completion of college-level courses on a college campus or online. Students may take PSEO courses on a full or part-time basis. The PSEO program provides students with a variety of class offerings as well as the opportunity to pursue more challenging coursework than may be available at the high school.

**Articulation Agreements:** Articulated Agreements enable high school students to earn college credit while in high school. For Minnesota High School, several elective classes are articulated with Minnesota State system colleges. Students typically need to earn an A or B in the class and need to attend the college for a semester before they can earn the credit. Please see the school counselor for more information.

Should I participate in PSEO?

**\*\*IMPORTANT TO KNOW\*\***

- Students who participate in PSEO are treated as college students.
- They must be able to independently navigate the college's processes, meet course expectations, and seek out help and advisement when needed.
- The college is unable to communicate with parents, so all information is sent directly to the student.
- MHS offers advisement on course options, however, all coursework support is the responsibility of the college course instructor.
- The student is responsible for knowing and following all expectations and procedures of both MHS and the college.

### Choosing to Participate

The decision to participate in PSEO is an important one, and students should start planning early. The student will be expected to be a responsible, self-starting, independent learner. Students and parents/guardians should seek out additional information and counseling at the high school AND at the postsecondary institution to ensure that they are making the best choice for themselves and their educational future.

Students and parents should consider the following:

- **High School Graduation Requirements:** Students should meet with their high school counselor and review the courses needed to graduate. Enrollment in an incorrect PSEO class could result in delayed high school graduation, so careful planning and communication with the high school is very important. This is the students responsibility.
- **Academic Ability:** Is the student ready for college-level course work?
- **Maturity:** Is the student mature, responsible, and self-disciplined enough to be successful in a college setting? The student will be taking classes with college students of all ages. Attendance and grades are not available to parents or high school administrators or counselors.
- **Scheduling and Transportation:** Will the student be able to manage schedules and have the transportation means to get to and from the institution and possibly MHS?

Eligibility: Public School Students

**10th-Graders:** Any student classified as a 10th-grader who meets residency eligibility, may enroll in one Career or Technical Education (CTE) course as identified by a Minnesota state college or university on a postsecondary campus during their first semester. If a student receives a grade of a “C” or better in the first CTE course, the student is allowed to take additional postsecondary courses at the same institution the subsequent semester.

- The student must have received a passing score on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading. If the student did not take the 8th grade MCA, another reading assessment can be substituted if accepted by the enrolling postsecondary institution.

Additionally, the student must also meet the specific course requirements and prerequisites of the CTE course in which they wish to enroll. Enrollment is only possible if the school district and the eligible postsecondary institution providing the course agrees to it.

**11th and 12th -Graders:** Any 11th or 12th grader who meets residency eligibility, if accepted by a postsecondary institution, may enroll in PSEO-eligible courses or programs at that postsecondary institution. Each participating college and university sets its own requirements for admission into PSEO courses and programs.

#### Eligible Institutions

Minnesota High School has contracts with the following postsecondary institutions:

- Alexandria Technical and Community College
- Northland Community and Technical College
- Northwest Technical College
- Minnesota West Technical and Community College
- Southwest Minnesota State University

Postsecondary institutions must be located in Minnesota and include:

- Public postsecondary institutions
- Private, nonprofit two-year trade and technical schools granting associate degrees
- Private, residential, two-year or four-year, liberal arts, degree-granting colleges or universities located in Minnesota

PSEO students can attend full-time or part-time and attend MHS part-time. They can attend PSEO classes on-campus, online, or a combination of the two. Colleges may set limits on opportunities available to PSEO students.

#### PSEO Admission Requirements

Each participating college and university sets its own requirements for admission into PSEO courses and programs. It is the responsibility of the student to research admissions requirements at any PSEO programs of interest and ensure that they are taking care of admission requirements at that particular college or university. This information can typically be found on the college's admissions website or by contacting the college's admissions office.

Postsecondary institutions determine admission standards to participate in specific PSEO programs and courses. The postsecondary institution also determines the eligibility of a PSEO student to continue in the program if his/her grade(s) falls below a certain threshold. Postsecondary institutions determine the number of postsecondary courses a student can take. This could be one or more courses as allowed by the postsecondary institution for enrollment.

#### PSEO Funding: Tuition Textbooks, Materials, Fees, and Equipment

**Tuition:** PSEO students do not pay tuition for their school-year college classes. Postsecondary institutions are paid by MHS through agreements for PSEO participation. The PSEO program does not cover summer school. If a student chooses to re-take a course they have already passed or wants to take summer classes, the student will be responsible for all associated costs.

**Textbooks, Materials, Fees, and Equipment:** In general, PSEO students are not charged for textbooks, materials or fees that are required for the course or enrollment at the postsecondary institution. However, students may be charged fees in specific situations.

**Equipment:** If the equipment required for a course becomes the property of the student after the course has ended, the postsecondary institution may charge the student for this equipment.

**Not returning textbooks or materials:** Each student is required to return all textbooks and materials to the postsecondary institution after the course has ended. Postsecondary institutions may charge the student a fee for the late return or no return of textbooks or materials. Some colleges require PSEO students to return their textbooks and materials to the high school. The student is responsible for following their college's PSEO materials return guidelines.

\*\* If a student enrolls through a college Minnesota has a contract with, MHS pays the student's tuition, textbooks, etc. The student will need to return textbooks and materials to the MHS counseling office when finished with the items. This is a chargeable expense if not done on time.

#### Participation Requirements

To access PSEO, a student must first give up one class at the high school during the school day. At MHS this means that one period of seven each semester must be dedicated to PSEO and no high school class may be taken during that time. As long as the student has one open period on their schedule, they can take PSEO courses.

MHS expects PSEO students to be full-time students.

- If the student is full-time PSEO, at a minimum they should take the number of credits that college considers to be a full-time load (commonly 12 credits).

If the student is part-time at MHS and part-time PSEO, at a minimum they should take the equivalent of a full-time load at MHS between their high school and college credits, which is 3.5 MHS credits per semester or 14 college credits. (1 regular MHS credit = 4 college credits).

#### Student's responsibility once enrolled in a postsecondary institution

The student is responsible for communicating with their high school counselor before registering for classes each semester to make sure they are fulfilling high school graduation requirements. Be aware that fall advising/registration should be scheduled prior to the end of the school year. The student is responsible for sending copies of their class schedule and final grades to the high school counselor as soon as they are available each semester. The high school counselor will continue to provide career, academic, and personal counseling to the student as needed. The student is responsible for consulting with and informing the school counselor about any class changes as soon as the change is made. Alert your school counselor immediately if you withdraw from a class. Any time a schedule change is made, provide the school counselor with an updated copy of their class schedule. It is the responsibility of the student to find out about important class deadlines and school events (scholarships, senior class pictures, graduation activities, etc.).

Students are encouraged to use the following to stay up to day on important deadlines.

- Communicate with other peers enrolled at MHS
- Be aware of information posted on Google Classroom
- Check your MHS email

#### Testing

MCA Testing: All Minnesota High School students, regardless of their PSEO status must participate in the state testing program (MCAs).

#### Credits and Grades

Students should work with their high school counselor to ensure PSEO courses fulfill credit requirements for graduation. This means students will take the same requirements as their MHS peers, but at the college level. When selecting courses, students must be careful to fulfill the subject areas and standards required for high school graduation. If a student is unsure if a course will meet requirements they should check with the school counselor. It is the responsibility of the student to seek out and register for classes that will fulfill MHS requirements. The college's PSEO advisor may advise or recommend how to fulfill high school graduation requirements, but the college advisor cannot guarantee credits will transfer to MHS as advised. The high school principal has the final say in determining if the PSEO class will fulfill MHS graduation requirements. Students are responsible for providing their school counselor with an unofficial college transcript listing their courses as soon as registration has been completed each semester.

The conversion of postsecondary college credits to high school credits has to be at least a 4:1 ratio. Whatever is considered one year of high school credit in a district for a subject area is equivalent to at least four college credits. MHS uses the following formula for PSEO Courses:

College Credit = High School Credit

4 = 1.0

3 = .75

2 = .50

1 = .25

Credits and grades received at a postsecondary institution are on the student's permanent college record and count as courses completed at that institution. All grade-related issues at the postsecondary institution are the responsibility of the student to address directly with the college according to the college's procedures and rules.

How college credits transfer to another postsecondary institution is dependent upon the transfer rules of the receiving postsecondary institution. It is the responsibility of the student to request their official college transcripts directly from the college where the credits were earned for the purposes of transferring credits. MHS is unable to provide official college transcripts as they must come directly from the institution that awarded the credit.

#### Academic Honors and Class Rank

Students participating in PSEO will be included when determining academic honors and class rank.

#### Transfer of Grades to MHS Transcript

MHS places grades on the high school transcript independently from how colleges place grades on transcripts. PSEO grades will be placed on the MHS transcript upon receipt of the college transcript as follows:

- Letter grades of A-F are listed on the high school transcript exactly as they are received from the postsecondary institution.
- FW and NC will be entered onto the MHS transcript as an F.

If a course is dropped prior to the start date, no record of the course will be entered on the MHS transcript. However, if a course is dropped within the first five academic days (beginning at the start date of the class) and is posted on the college transcript as a W, it will be entered on the MHS transcript as a F. Dropping a college course must be done following the college's policies and procedures. This will impact a student's high school grade point average and their class rank. This may also impact high school activities eligibility per MHS's academic eligibility policy found in the MHS student handbook.

### Dropping a College Course

The student is responsible for informing the high school of any drop or schedule change prior to the start of the high school's semester. Failure to notify the high school of a drop may result in an F being posted on the MHS transcript for that class.

### Graduation

Students participating in PSEO are eligible to participate in their high school graduation ceremony and earn a diploma if all requirements have been met prior to the graduation ceremony. It is the responsibility of the student to provide MHS with college transcripts prior to graduation verifying completion of all graduation requirements.

### Meeting MHS Graduation Requirements

Course Selection Considerations: PSEO college coursework being used for MHS graduation requirements must follow the guidelines listed below:

English: Two credits over the junior and senior year. Courses must cover the following topics:

- Composition/Writing: Any writing course through the English department.
- Public Speaking: Typically through the Communications department
- Literature: Any literature course through the ENGL department

Social Studies: Two credits over the junior and senior year in the following specific areas:

- World History: Must be a HIST department course covering world history.
- Geography: Must be a GEOG department course covering some part of geography.
- Economics: Any ECON course will suffice.
- Government: A course related to how the U.S. Government works, typically offered by the Political Science department.

Math: Must be taught by the MATH department to cover the third required math credit for graduation.

Chemistry or Physics: Students need to graduate with either a full high school credit of Chemistry OR a full credit of Physics. This means students would need at least four or more college credits in the specified area, sometimes requiring them to take more than one college course to fulfill this requirement. Any CHEM or PHYS department class will suffice.

Consult with your school counselor to determine whether your proposed PSEO courses meet MHS graduation requirements. Final determination regarding whether or not a PSEO course fulfills a MHS graduation requirement lies with the high school principal. Be advised that during senior year, students are required to take Personal Finance at MHS. This can be during the first or second semester.

### Participation in High School Activities

Students participating in PSEO are high school students and should not be prohibited from participating in activities sponsored by Minneota High School. Students should consider time required for studying as well as time commitment to the activity. Students should also consider attendance requirements at the institution and class time that may be missed due to the activity. High school practice, rehearsal, and competitions may conflict with PSEO class times. It is the responsibility of the student to make arrangements with all instructors and coaches/advisors as needed.

### Academic Eligibility Policy for PSEO Students

For those students enrolled in PSEO and participating in Minneota High School activities, academic eligibility will be determined at the end of each semester. If deemed ineligible, students will be ineligible for three weeks from the time MHS receives the final course grade(s) from the college. These guidelines apply to both full-time and part-time PSEO students. Students must be carrying a full-time course load between PSEO and MHS coursework to be eligible for activity participation.

## School-day logistics

**Attendance:** PSEO students are not required to be in attendance at MHS during their PSEO class period(s). Students must complete the PSEO leave slip each semester if wanting to leave MHS for their PSEO period(s). If PSEO students choose to be in the building during the school day, they are expected to be in the Library or assigned study hall for the entirety of the class period unless they work with a teacher on an academic-related endeavor.

**Expectations:** PSEO students are expected to adhere to all MHS rules and expectations. PSEO students using the Library should be engaged in academic work for the entirety of their time, whether PSEO coursework, MHS schoolwork, reading a book, or postsecondary tasks (ex. Applying to college, job, or a scholarship). PSEO students causing a disruption to other learners or not following the rules will be given a consequence and may be asked to leave the building during their PSEO period.

**Technology:** PSEO students are welcome to use their school device and printers throughout the school for their PSEO coursework needs. Students who have specific technology needs related to a PSEO course should inform the technology coordinator as soon as they are aware of the needs (ex. Needing a particular program downloaded to a school computer). MHS is not obligated to purchase technology required for a PSEO course.

MHS's responsibilities regarding PSEO students once enrolled

- Provide advising to PSEO students on fulfilling graduation requirements as requested.
- Place PSEO courses and grades on HHS transcript.
- Track credit standing toward graduation and provide this information to students upon request.
- The high school counselor will continue to provide career, academic, and personal counseling to the student as needed and requested.
- ACT, ASVAB, and PSAT Testing: These optional tests are offered annually by MHS and are available to PSEO students to take at the regularly scheduled sessions.
- The school counselor is available to advise students and complete paperwork during their contract year – typically from 1 1/2 weeks before the start of the school year to one week after the end of the school year. The high school principal is available periodically throughout the summer.

## Pros and Cons of PSEO

### Pros:

- Flexible scheduling - plan your classes around your life
- More options - class options you would not have at the high school
- Dual Credit - earn both high school and college credit at the same time
- Exposure to challenging courses
- Jump start to college credits and college life - can earn your AA degree at the same time as graduating high school
- Cost of tuition, fees and books/materials is covered
  - Fees - any fees required to attend the institution must be provided by the postsecondary institution. Some examples include, but are not limited to, placement tests, internet or technology fees, and library services.
  - Non- instructional charges required by some courses or programs (i.e., background checks or malpractice insurance) must be provided by the postsecondary institution.

### Cons:

- Last to register for coursework - you will typically register in the late spring or summer after all other college students have registered. Preferred or needed classes and times may be full
- If you are part-time you may experience scheduling conflicts between college and high school class times and overlap. The MHS calendar and semester dates usually do not line up with the college semester dates. You cannot miss your MHS classes due to your PSEO schedule.
- Not attending a college course and/or failing a college course may result in any or all of the following: academic warning, academic suspension, GPA drop (high school and college), dismissal from PSEO, graduation concerns, post high school implications (unable to attend that college, not qualifying for financial aid, GPA too low for selective programs/majors)
- Not following guidelines in choosing courses used to fulfill graduation requirements may result in you not graduating on time with your peers
- There is no guarantee that college credits will transfer to another postsecondary institution
- Not returning books or materials by the deadline may result in a bill for the books or materials.
- Dropping a college class means following both college procedures and MHS procedures. Dropping a class may have graduation, transcript, and extracurricular consequences. Some of the college courses that are needed for MHS graduation requirements are very difficult for students who have limited exposure to those subjects, particularly in the math and science areas.

# Minneota High School

## PSEO Student Intention Form - 2026-2027 School Year

Please return this form to the MHS main office by the following deadlines:

**Fall Semester: Before May 30, 2026**

**Spring Semester: Before October 30, 2026**

Forms will NOT be accepted after these deadlines.

Please initial each line item to indicate that you have read and understood each point.

- \_\_\_\_ 1. I have received and read the PSEO materials provided by Minneota High School
- \_\_\_\_ 2. I understand the eligibility guidelines, responsibilities, procedures, and deadlines with regard to participating in this program.
- \_\_\_\_ 3. It is my intent to enroll in the PSEO Program for (select all that apply)  
\_\_\_\_ Fall 2026    \_\_\_\_ Spring 2027    \_\_\_\_ Both Fall 2026 and Spring 2027
- \_\_\_\_ 4. College(s) I plan to apply to (Circle Your Choice):    OCHS    MN West    SMSU  
Other \_\_\_\_\_
- \_\_\_\_ 5. I plan to attend PSEO...  
\_\_\_\_ Full-time    OR    \_\_\_\_ Part-time
- \_\_\_\_ 6. I anticipate taking \_\_\_\_\_ (number) credits at MHS
- \_\_\_\_ 7. I plan to attend PSEO...  
\_\_\_\_ On campus    OR    \_\_\_\_ Online    OR    \_\_\_\_ Part on campus & part online
- \_\_\_\_ 8. My Grade next year:    \_\_\_\_\_ 12    \_\_\_\_ 11    \_\_\_\_ 10

---

Student Name (print)

Signature

Date

---

Parent/Guardian Name(print)

Signature

Date

**PSEO INFORMATION AND EXPECTATIONS CHECKLIST - RETAIN THIS PAGE FOR YOUR RECORDS**

*Upon receipt of this checklist, you are confirming that you have thoroughly reviewed this checklist, attended the PSEO Presentation, and are ready to proceed with pursuing PSEO programming options. You also agree to abide by the parameters outlined in the checklist.*

Student Has Completed ✓	Step	Task	Resources/Other Important Information
	1	Bring completed PSEO intention form to the Main Office (The last page of the PSEO program guide)  Bring the completed Expectations form to the Main office (The last page of this document)	Deadline dates:  May 30 for Fall semester October 30 for Spring semester
	2	Research careers, educational pathways, and PSEO courses.	<ul style="list-style-type: none"> <li>● Learn about the career you want to pursue, the educational pathway needed for that career, and possible PSEO courses that would help.</li> <li>● Review course options that are available through PSEO.</li> </ul>
	3	Meet with the School Counselor to apply to the PSEO program.	<ul style="list-style-type: none"> <li>● Use your school email address</li> <li>● Create a Star ID and password</li> <li>● School Counselor sends high school transcript with college</li> </ul>
	4	Bring completed PSEO registration forms to your School Counselor	<ul style="list-style-type: none"> <li>● MN West and SMSU have additional forms</li> <li>● OCHS does not</li> </ul>
	5	Notify your School Counselor of your acceptance and plans to move forward in registering for PSEO course(s).	<ul style="list-style-type: none"> <li>● OCHS registration can be completed with the Minneota School Counselor for both semesters</li> <li>● MN West and SMSU can only register for one semester at a time with the college advisor.</li> </ul>
	6	Students must inform the School Counselor of their schedule. If any changes occur, notify them ASAP.  If a PSEO course is dropped or withdrawn from, the student will be placed into an elective class or a study hall instead of a PSEO period.	<ul style="list-style-type: none"> <li>● Follow college timelines and know when you may register for classes.</li> <li>● Explore course options for PSEO students.</li> <li>● Review course descriptions to select courses you are ready and qualified to take.</li> <li>● Take responsibility to ensure you meet any prerequisites and placement scores needed for enrollment.</li> <li>● Reach out to your college advisor as needed for support and guidance.</li> </ul>
	7	Start your PSEO classes based on the college's "academic calendar."	<ul style="list-style-type: none"> <li>● Pay attention to your college timelines as they may be different from the high school calendar.</li> </ul>

**PSEO INFORMATION AND EXPECTATIONS CHECKLIST - RETAIN THIS PAGE FOR YOUR RECORDS**

<p><b>Student &amp; Guardian Have Reviewed</b> ✓</p>	<p align="center"><b>Consider enrolling in the college courses offered at Minneota High School, referred to as REACH courses and Healthcare courses. Consider the pros/cons of taking online vs in-person courses</b></p>
	<p align="center"><b>Students enrolling in a PSEO course are considered a college level student by the college.</b> They are expected to complete all requirements by the college. Students are still considered to be students of Minneota High School, so they are also required to follow all MHS Expectations.</p>
	<p align="center"><b>It is up to the future college you attend to decide how they transfer your PSEO credits in.</b> Use <a href="http://www.transferology.com">www.transferology.com</a> to explore if and how college classes will transfer to the college where you plan to enroll after high school and select courses to maximize transferring credits to meet your goals.</p>
	<p><b>Be prepared to do college-level coursework.</b> If you are struggling, ask for help right away from your course instructor. PSEO students can also access the tutoring and advising services available on the college campus.</p>
	<p>Review “<b>Satisfactory Academic Progress</b>” rules on the college website. PSEO students must meet academic expectations of the college, including maintaining a 67% or higher completion rate and a 2.0 or higher GPA. If not, probation &amp; loss of eligibility for future financial aid could result.</p>
	<p align="center"><b>PSEO Comes with a High Level of Responsibility</b></p> <ul style="list-style-type: none"> <li>● <b><u>MHS cannot see or monitor academic reports for PSEO students.</u></b> Students &amp; parents assume the responsibility and risk of tracking how the student is progressing.</li> <li>● <b>Check Ins</b> - Students will be expected to work with the Minneota High School Counselor. Meetings will be scheduled in order to check in on PSEO course progress. If concerns arise, parents will be notified and the potential for losing PSEO Study Hours could occur.</li> </ul>
	<p align="center"><b>Important Scheduling Information for Students</b></p> <p>If a PSEO course is dropped, the student will be placed in an elective class or a Study Hall at MHS.</p>
	<p align="center"><b>Financial Obligations Related to Taking PSEO Courses</b></p> <ul style="list-style-type: none"> <li>● <b><u>Students &amp; families may be financially responsible for damaged, lost, and unreturned books.</u></b> Students that receive books correlating with their classes should <b>NOT</b> <u>open the books, remove the seal, or scratch off access codes</u> until they are certain they are going to stay in the course. If the student chooses to drop / withdraw from the class, these books must be returned in their “unopened” condition in order for the school district to not be charged. <b><u>Book fees for unreturned books may be passed on to the student’s family.</u></b></li> <li>● The school district is responsible for the tuition for students that drop after the drop date at the college and for students that fail a class. This means, if a student drops a class after the designated drop date or fails a PSEO class, the MHS school district is still responsible for paying for the cost of the class. PLEASE follow the college guidelines for dropping classes and see Mrs. Werner.</li> </ul>
	<p align="center"><b>Minneota High School Obligations</b></p> <ul style="list-style-type: none"> <li>● <b>Announcements</b> - CHECK YOUR SCHOOL EMAIL DAILY. It is the students’ responsibility to obtain information you might miss because you are not in the building due to a PSEO Study Hall period.</li> <li>● <b>Home Teams</b> - Home Teams happen weekly at the High School. During this time, a variety of activities / info sharing happens. It is expected that PSEO students attend home teams.</li> <li>● <b>PSEO Hours</b> - Students may choose to stay in the building or leave during their PSEO periods. If students leave the building or come in later, please sign in and out at the Main Office. If students choose to stay during their PSEO period, they will be assigned a study hall.</li> </ul>

# PSEO Expectations Signature Page

**After reviewing the PSEO information and expectations checklist,  
please return this form to the MHS main office by the following deadlines:**

**Fall Semester: Before May 30, 2026**

**Spring Semester: Before October 30, 2026**

Forms will NOT be accepted after these deadlines.

**Parent/Guardian please initial each guideline (above) showing your understanding.**

*I have thoroughly reviewed this PSEO checklist containing information about PSEO procedures and the expectations that my student is to follow. I understand the expectations and I accept the responsibility of helping my student follow them.*

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**Parent/Guardian Printed Name**

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**Parent/Guardian Signature**

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**Date**

**Student**

*I have thoroughly reviewed this PSEO checklist containing information about PSEO procedures and the expectations that I am to follow. I understand the expectations and I accept the responsibility of following them.*

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**Student Printed Name**

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**Student Signature**

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**Date**

**RESOLUTION FOR ACCEPTANCE OF GIFTS/DONATIONS/GRANTS**

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

WHEREAS the below noted party(ies) has generously offered to donate to the School District.

WHEREAS the conditions on this gift are noted [or “Whereas no conditions are placed on this gift” if applicable].

**Donation – From, Purpose/For, Value, and Date**

<b>From Who/m</b>	<b>For Who/What/Purpose</b>	<b>Amount</b>	<b>Date</b>
Hope Lutheran Church	Winter Gear Donation	\$ 250.00	12/23/2025
Minneota Car Wash, Inc	Theater Donation	\$ 672.00	12/19/2025
<b>Total Monthly Donations</b>		<b>\$ 922.00</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 21st day of January, 2026.

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