

MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD REGULAR MEETING | AGENDA



Wednesday, March 11, 2026 @ 5:30 pm | Conference Room #103

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

1. Regular Order of Business

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

2. Business Agenda

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

3. Leadership Reports

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

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

- 4.1. Minutes of the February 18, 2026 Regular Meeting
- 4.2. Minutes of the March 4, 2026 Special Meeting
- 4.3. Review and Sign Nondisclosure Agreement for Sharing Assessment and Accountability Results
- 4.4. Authorize Two (2) Summer Buildings and Grounds Assistant Positions [approximately 350 hours each]
- 4.5. Fundraiser Request
- 4.6. Mary Noyes Resignation/Retirement at the End of the 2025-2026 School Year
- 4.7. Memorandum of Agreement With Heidi Louwagie
- 4.8. Declare Fifty (50) Lenovo Yoga 20LM and Sixty (60) Lenovo Yoga 20SF Laptops as Surplus

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

6. Previous Business

- 6.1. Policy and Procedures Review – 2nd Reading and Approval M/S/V
 - 7.1.1 Policy #506: Student Discipline
 - 7.1.2 Policy #526: Hazing Prohibition
 - 7.1.3 Policy #801: Equal Access to School Facilities
 - 7.1.4 Policy #901: Community Education
 - 7.1.5 Policy #904: Distribution of Materials on School District Property by Nonschool Persons
 - 7.1.6 Policy #905: Advertising
 - 7.1.7 District Procedures: Movies and Films

7. New Business

- 7.1. 2026-2029 Achievement and Integration Plan
 - 7.1.1. Approve the 2026-2029 Achievement and Integration Plan M/S/V
 - 7.1.2. Approve the 2026-2027 Achievement and Integration Budget M/S/V
- 7.2. Direct Administration Relative to Delinquent Preschool Fees and Tuition Payments M/S/V
- 7.3. Policy and Procedures Review – Legal-Required Updates (Single Reading) M/S/V
 - 7.3.1. Policy #405: Veteran’s Preference; Hiring
 - 7.3.2. Policy #410: Family and Medical Leave
 - 7.3.3. Policy #418: Drug-Free Workplace/Drug-Free School
 - 7.3.4. Policy #427: Workload Limits for Certain Special Education Teachers
 - 7.3.5. Policy #515: Protection and Privacy of Pupil Records
 - 7.3.6. Policy #530: Immunization Requirements
 - 7.3.7. Policy #701: Establishment and Adoption of School District Budget
- 7.4. Policy and Procedures Review – 1st Reading I/D
 - 7.4.1. Policy #503: Student Attendance
 - 7.4.2. Policy #615: Testing Accommodations, Modifications, and Exemptions for IEP, Section 504 Plans and LEP Students
 - 7.4.3. Policy #721: Uniform Grant Guidance Policy Regarding Federal Revenue Resources
- 7.5. Resolution for Acceptance of Gifts, Donations, and GrantsM/S/V-RC

8. Adjournment M/S/V

BUSINESS

AGENDA

Student Enrollment Overview | 3/5/2026

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	46	45	45	45
HK/K	22.6	39.3	31.8	42.1	29.7	36	33	22	30
1st Grade	31.1	23.8	39.1	33.0	41.2	32	37	34	22
2nd Grade	30.1	31.4	25.5	41.8	32.8	45	34	39	36
3rd Grade	42.3	33.9	32.6	29.0	42.2	32	46	37	40
4th Grade	28.0	42.9	36.3	31.5	30.9	40	32	45	37
5th Grade	37.0	24.9	46.6	37.5	33.2	33	42	33	47
6th Grade	36.2	37.5	23.5	46.2	38.1	33	33	42	33
7th Grade	46.8	47.6	53.3	42.6	53.4	48	44	38	50
8th Grade	46.4	46.3	48.1	54.3	45.4	53	49	45	39
9th Grade	45.0	50.1	44.9	49.3	54.7	50	56	57	50
10th Grade	45.6	43.7	49.0	45.1	50.3	51	50	56	57
11th Grade	48.3	45.0	42.7	46.2	46.0	52	51	49	55
12th Grade	49.2	45.7	42.6	42.7	43.0	43	50	48	52
Total (K-12)	508.8	512.2	516.0	541.1	540.8	548	555	546	548
K-12 +/- from Previous Year	-17.8	3.4	3.8	25.1	-0.3	7	7	-9	2

Student Activity Account – Month End February 2026

Fund #	Description	Receipt	Expense
4	Student Council - Carolyn Bot		\$ 291.52
8	Junior Class - Simply Sweet Cheesecake		\$2,964.50
4	Student Council - Lobby Pop	\$ 533.00	
4	Student Council - Snowball Dance	\$ 550.00	
8	Junior Class - Cheesecake Fundraiser	\$4,307.50	
February 2026 Totals		\$5,390.50	\$3,256.02

Fund Name	FY26 Beginning Balance	February 2026		Year-To-Date			Ending Balance	+/- From SOY
		Receipts	Expenses	Receipts	Expenses	Transfers		
FCCLA	\$ 15,529.65	\$ -	\$ -	\$36,294.00	\$43,387.49	\$ -	\$ 8,436.16	-45.7%
FFA	\$ 2,392.22	\$ -	\$ -	\$ 1,606.00	\$ 1,620.51	\$ -	\$ 2,377.71	-0.6%
Grade 11	\$ 5,156.18	\$4,307.50	\$2,964.50	\$15,589.25	\$ 9,726.30	\$(4,356.18)	\$ 6,662.95	29.2%
Grade 12	\$ 21.27	\$ -	\$ -	\$ 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	\$1,083.00	\$ 291.52	\$ 7,768.35	\$ 5,430.45	\$ 21.27	\$ 8,467.82	38.6%
February 2026 Totals	\$ 29,945.45	\$5,390.50	\$3,256.02	\$62,296.20	\$60,508.95	\$ (0.00)	\$ 31,732.70	6.0%

Account Balances and Monthly Cash Flow | End of February 2026

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Total Fixed Income	Ending Balance	
State Bank of Taunton [0200]	General	\$ 270,290.84		\$ 637,562.21	\$ 739,690.36		\$ 168,162.69	-37.8%
State Bank of Taunton [0218]	Student Activities	\$ 29,598.22		\$ 5,390.50	\$ 3,256.02		\$ 31,732.70	7.2%
State Bank of Taunton [0226]	Petty Cash	\$ 900.00		\$ -	\$ -		\$ 900.00	0.0%
State Bank of Taunton [0234]	Payroll	\$ -		\$ 279,329.99	\$ 279,329.99		\$ -	0.0%
PMA-MN Trust [2023A]	2023A	\$ 483,019.80	\$ 1,344.48	\$ -	\$ -	\$ -	\$ 484,364.28	0.3%
PMA-MN Trust [2023B]	2023B	\$ 431,721.14	\$ 1,201.65	\$ -	\$ -	\$ 1,651,400.00	\$ 2,084,322.79	382.8%
PMA-MN Trust [Operating]	Investments	\$ 1,984,169.11	\$ 6,707.58	\$ 1,159,414.98	\$ 600,000.00	\$ 415,300.00	\$ 2,965,591.67	49.5%
End of January 2026 Totals: All Depositories		\$ 3,199,699.11	\$ 9,253.71	\$ 2,081,697.68	\$ 1,622,276.37	\$ 2,066,700.00	\$ 5,735,074.13	79.2%
Net Cash Flow Decrease From February 1, 2026 to February 28, 2026							\$ (10,924.98)	-0.3%

FINANCIAL REPORT

ALL FUNDS | EXPENSES & REVENUES

Sequence: L, Fd		202408			202508			202608		
Description		Budget BUD24	Year to Date	%	Budget BUD25	Year to Date	%	Budget BUD26	Year to Date	%
E	Expenditure									
01	General Fund	7,904,910.00	4,659,192.72	59%	7,930,185.00	4,870,135.79	61%	8,497,426.00	4,701,052.75	55%
02	Food Service Fund	475,972.00	297,621.43	63%	517,663.00	304,608.72	59%	600,671.00	329,185.21	55%
04	Community Service	240,967.00	142,006.51	59%	253,575.00	153,691.71	61%	272,613.00	164,805.16	60%
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	1,172,850.00	100%	1,545,578.00	1,545,577.50	100%	1,553,750.00	1,551,200.00	100%
E	Expenditure	9,835,649.00	6,307,049.44	64%	10,511,359.00	6,874,013.72	65%	11,193,810.00	6,883,333.02	61%
R	Revenue									
01	General Fund	(7,760,002.00)	(3,747,921.90)	48%	(7,967,047.00)	(4,018,607.27)	50%	(8,604,725.00)	(4,309,693.83)	50%
02	Food Service Fund	(497,500.00)	(265,791.21)	53%	(501,520.00)	(225,355.13)	45%	(555,750.00)	(298,079.18)	54%
04	Community Service	(174,041.00)	(94,187.01)	54%	(191,756.00)	(109,393.15)	57%	(185,589.00)	(114,933.11)	62%
06	Building Construction Fund	(2,635,533.00)	(2,578,270.23)	98%	(85,000.00)	(68,574.36)	81%	(135,000.00)	(137,170.04)	102%
07	Debt Service Fund	(1,178,297.00)	(975,727.36)	83%	(1,714,917.00)	(1,277,654.47)	75%	(1,592,861.00)	(1,201,240.30)	75%
21	Student Activity Account	0.00	(8,744.14)	0%	0.00	(3,438.56)	0%	0.00	(1,787.25)	0%
R	Revenue	(12,245,373.00)	(7,670,641.85)	63%	(10,460,240.00)	(5,703,022.94)	55%	(11,073,925.00)	(6,062,903.71)	55%



FINANCIAL REPORT

FUND 1 | GENERAL FUND REVENUES

Sequence: Fd, O/S	Description	202408			202508			202608		
		Budget		%	Budget		%	Budget		%
		BUD24	Year to Date		BUD25	Year to Date		BUD26	Year to Date	
01	General Fund									
	000 Local Revenues	(1,818,631.00)	(795,073.20)	44%	(1,630,758.00)	(721,587.98)	44%	(1,945,037.00)	(924,167.58)	48%
	200 State Revenues	(4,736,729.00)	(2,754,110.11)	58%	(4,884,767.00)	(2,508,949.46)	51%	(5,233,040.00)	(2,641,357.23)	50%
	300 State Revenues	(1,017,477.00)	(194,797.02)	19%	(1,227,801.00)	(674,943.94)	55%	(1,307,360.00)	(667,791.00)	51%
	400 Federal Revenues from State	(148,519.00)	(2,053.07)	1%	(183,735.00)	(114,113.01)	62%	(66,518.00)	(22,700.52)	34%
	500 Federal Revenues from Fed Sou	(38,646.00)	0.00	0%	(39,986.00)	0.00	0%	(52,770.00)	(52,770.00)	100%
	600 Loc Sales, Ins Recov & Jdgmnt	0.00	(1,888.50)	0%	0.00	987.12	0%	0.00	(907.50)	0%
01	General Fund	(7,760,002.00)	(3,747,921.90)	48%	(7,967,047.00)	(4,018,607.27)	50%	(8,604,725.00)	(4,309,693.83)	50%



FINANCIAL REPORT

FUND 1 | GENERAL FUND EXPENSES

Sequence: Fd, O/S		202408			202508			202608		
Description	Budget			Budget			Budget			
	BUD24	Year to Date	%	BUD25	Year to Date	%	BUD26	Year to Date	%	
01 General Fund										
100 Salaries & Wages	4,295,935.00	2,448,018.75	57%	4,413,774.00	2,522,180.51	57%	4,642,004.00	2,602,227.55	56%	
200 Employee Benefits	1,119,935.00	600,009.92	54%	1,142,232.00	590,343.05	52%	1,232,752.00	631,240.92	51%	
300 Purchased Services	1,443,025.00	911,312.08	63%	1,488,118.00	920,378.67	62%	1,751,535.00	1,033,274.68	59%	
400 Supplies & Materials	787,395.00	484,026.71	61%	662,199.00	633,173.45	96%	670,332.00	376,552.33	56%	
500 Capital Expenditures	234,000.00	200,427.47	86%	194,112.00	187,012.79	96%	169,653.00	40,805.34	24%	
800 Other Expenditures	24,620.00	15,397.79	63%	29,750.00	17,047.32	57%	31,150.00	16,951.93	54%	
01 General Fund	7,904,910.00	4,659,192.72	59%	7,930,185.00	4,870,135.79	61%	8,497,426.00	4,701,052.75	55%	





MNTrust Monthly Statement

Minneota ISD #414

Activity Summary (MN02-31273-0101) Operating

2/1/2026 - 2/28/2026

Investment Pool Summary		IS
Beginning Market Balance		\$1,984,169.11
Dividends		\$6,707.58
Purchases		\$1,159,414.98
Redemptions		(\$600,000.00)
Ending Market Balance		\$2,550,291.67
Average Monthly Rate		3.628%
NAV / Share Price		1.000
Total		\$2,550,291.67
Total Fixed Income		\$415,300.00
Account Total		\$2,965,591.67

Your Representative(s)
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Representatives are associated with PMA Securities, LLC

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 2135 CityGate Lane, 7th Floor
 Naperville, IL 60563



MNTrust Monthly Statement

Minnesota ISD #414

Transaction Activity (MN02-31273-0101) Operating

IS 2/1/2026 - 2/28/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
12626517	02/04/2026	02/04/2026	FRI Maturity Purchase, CD-1373683-1 GBank	\$0.00	\$239,800.00	\$1.000	239,800.000
12626518	02/04/2026	02/04/2026	FRI Maturity Purchase, CD-1373684-1 T Bank, National Association	\$0.00	\$239,800.00	\$1.000	239,800.000
12626593	02/04/2026	02/04/2026	FRI Interest Purchase, CD-1373683-1 GBank	\$0.00	\$10,016.45	\$1.000	10,016.450
12626594	02/04/2026	02/04/2026	FRI Interest Purchase, CD-1373684-1 T Bank, National Association	\$0.00	\$10,020.19	\$1.000	10,020.190
12639421	02/05/2026	02/05/2026	State Funds Purchase, ISD 0414	\$0.00	\$1,668.00	\$1.000	1,668.000
12659706	02/09/2026	02/09/2026	Online Wire Redemption	(\$250,000.00)	\$0.00	\$1.000	(250,000.000)
12682713	02/11/2026	02/11/2026	State Funds Purchase, ISD 0414	\$0.00	\$45,450.35	\$1.000	45,450.350
12705748	02/13/2026	02/13/2026	State Funds Purchase, ISD 0414	\$0.00	\$270,499.93	\$1.000	270,499.930
12774402	02/24/2026	02/24/2026	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
12774405	02/24/2026	02/24/2026	Online Wire Redemption	(\$100,000.00)	\$0.00	\$1.000	(100,000.000)
12807616	02/27/2026	02/27/2026	State Funds Purchase, MN State-MMB ACH	\$0.00	\$342,160.06	\$1.000	342,160.060
12808768	02/27/2026	02/27/2026	Online Wire Redemption	(\$100,000.00)	\$0.00	\$1.000	(100,000.000)
	02/28/2026	02/28/2026	Total Dividend Reinvestment	\$0.00	\$6,707.58	\$1.000	6,707.580
				(\$600,000.00)	\$1,166,122.56		566,122.560

Beginning Market Value: \$1,984,169.11 | Ending Market Value: \$2,550,291.67



MNTrust Monthly Statement

Minnesota ISD #414

Fixed Income Investments

Maturities 2/1/2026 - 2/28/2026

Type	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	Face/Par/Shares
CD	1373684-1	02/04/2026	02/04/2025	02/04/2026	T Bank, National Association	\$239,800.00	4.179%	249,820.190
CD	1373683-1	02/04/2026	02/04/2025	02/04/2026	GBank	\$239,800.00	4.177%	249,816.450
						\$479,600.00		499,636.640



MNTrust Monthly Statement

Minnesota ISD #414

Fixed Income Investments

Interest 2/1/2026 - 2/28/2026

Type	Holding Id	Trade Date	Description	Interest
CD	1373683-1	02/04/2026	GBank, Interest	\$10,016.45
CD	1373684-1	02/04/2026	T Bank, National Association, Interest	\$10,020.19
				\$20,036.64



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

2/28/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
IS				02/28/2026		IS Account Balance	\$2,550,291.67	3.628%	\$1.000	2,550,291.670	\$2,550,291.67
CD	N	1389332-1	10/02/2025	10/02/2025	04/03/2026	Western Alliance Bank, CA	\$180,000.00	3.833%		183,459.150	\$180,000.00
CD	N	1373682-1	02/04/2025	02/04/2025	07/28/2026	Cornerstone Bank, NE	\$235,300.00	4.149%		249,715.770	\$235,300.00
							\$2,965,591.67			2,983,466.590	\$2,965,591.67

Time and Dollar Weighted Average Portfolio Yield: 4.102%

Weighted Average Portfolio Maturity: 99.72 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	85.996%	\$2,550,291.67	IS Account
CD	14.004%	\$415,300.00	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/Shares 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

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

2/1/2026 - 2/28/2026

Investment Pool Summary		IS
Beginning Market Balance		\$483,019.80
Dividends		\$1,344.48
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$484,364.28
Average Monthly Rate		3.628%
NAV / Share Price		1.000
Total		\$484,364.28
Total Fixed Income		\$0.00
Account Total		\$484,364.28

Your Representative(s)

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MNTrust Monthly Statement

Minnesota ISD #414

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

IS 2/1/2026 - 2/28/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	02/28/2026	02/28/2026	Total Dividend Reinvestment	\$0.00	\$1,344.48	\$1.000	1,344.480
				\$0.00	\$1,344.48		1,344.480

Beginning Market Value: \$483,019.80 | Ending Market Value: \$484,364.28



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

2/28/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
IS				02/28/2026		IS Account Balance	\$484,364.28	3.628%	\$1.000	484,364.280	\$484,364.28
							\$484,364.28			484,364.280	\$484,364.28

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%	\$484,364.28	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/Shares 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

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

2/1/2026 - 2/28/2026

Investment Pool Summary		IS
Beginning Market Balance		\$431,721.14
Dividends		\$1,201.65
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$432,922.79
Average Monthly Rate		3.628%
NAV / Share Price		1.000
Total		\$432,922.79
Total Fixed Income		\$1,651,400.00
Account Total		\$2,084,322.79

Your Representative(s)

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MNTrust Monthly Statement

Minnesota ISD #414

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

IS 2/1/2026 - 2/28/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	02/28/2026	02/28/2026	Total Dividend Reinvestment	\$0.00	\$1,201.65	\$1.000	1,201.650
				\$0.00	\$1,201.65		1,201.650

Beginning Market Value: \$431,721.14 | Ending Market Value: \$432,922.79



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

2/28/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
IS				02/28/2026		IS Account Balance	\$432,922.79	3.628%	\$1.000	432,922.790	\$432,922.79
CD	N	1394253-1	01/05/2026	01/05/2026	09/15/2026	Affinity Bank, National Association, GA	\$243,700.00	3.600%		249,781.150	\$243,700.00
CD	N	1394254-1	01/05/2026	01/05/2026	09/15/2026	FirstBank Southwest, GA	\$243,900.00	3.503%		249,821.310	\$243,900.00
CD	N	1394250-1	01/05/2026	01/05/2026	09/15/2027	Bank of China, NY	\$235,100.00	3.655%		249,648.690	\$235,100.00
CD	N	1394249-1	01/05/2026	01/05/2026	09/15/2027	First Capital Bank, SC	\$236,500.00	3.343%		249,884.380	\$236,500.00
CD	N	1394251-1	01/05/2026	01/05/2026	09/15/2027	GBC International Bank, CA	\$236,600.00	3.323%		249,909.920	\$236,600.00
CD	N	1394255-1	01/05/2026	01/05/2026	09/15/2028	Freedom Northwest Credit Union, ID	\$227,900.00	3.531%		249,591.390	\$227,900.00
CD	N	1394252-1	01/05/2026	01/05/2026	09/15/2028	Aneca Federal Credit Union , LA	\$227,700.00	3.557%		249,533.250	\$227,700.00
							\$2,084,322.79			2,181,092.880	\$2,084,322.79

Time and Dollar Weighted Average Portfolio Yield: 3.500%

Weighted Average Portfolio Maturity: 557.20 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	20.770%	\$432,922.79	IS Account
CD	79.230%	\$1,651,400.00	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/Shares 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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Minneota Public School
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$325,348.28
02	Food Service Fund	\$22,267.55
04	Community Service	\$1,107.93
Report Total		\$348,723.76

Minneota Public School
Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	2819			EMC Insurance Companies		Wire			
		E 01	005	760 000 720 340	Auto Insurance		\$669.70		
		E 01	005	940 000 000 340	Property, Liability Insurance		\$5,889.37		
PO#:	Voucher #:	51976	Invoice	Invoice No: 7002753619	2/16/2026			Paid Amt:	\$6,559.07
								Check Amount:	\$6,559.07
SBT	01418			HORACE MANN		Wire			
		B 01	215	051	KL Auto - Payroll Deduction		\$115.80		
PO#:	Voucher #:	51992	Invoice	Invoice No: 2/11/2026	2/24/2026			Paid Amt:	\$115.80
								Check Amount:	\$115.80
SBT	4275			Northeast Service Coop		Wire			
		B 01	215	032	Group Dental - Payroll Deduction		\$2,705.00		
PO#:	Voucher #:	51994	Invoice	Invoice No: 2609	2/24/2026			Paid Amt:	\$2,705.00
								Check Amount:	\$2,705.00
SBT	00127			COMMISSIONER OF REVENUE		Wire			
		B 01	215	013	ST TAX		\$6,235.33		
PO#:	Voucher #:	52018	Invoice	Invoice No: S2026160	2/25/2026			Paid Amt:	\$6,235.33
								Check Amount:	\$6,235.33
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
		B 01	215	017	PERA		\$7,786.95		
PO#:	Voucher #:	52019	Invoice	Invoice No: S2026160	2/25/2026			Paid Amt:	\$7,786.95
								Check Amount:	\$7,786.95
SBT	00710			TEACHERS RETIREMENT		Wire			
		B 01	215	018	TRA		\$24,391.02		
PO#:	Voucher #:	52021	Invoice	Invoice No: S2026160	2/25/2026			Paid Amt:	\$24,391.02
								Check Amount:	\$24,391.02
SBT	2313			Educators Benefit Consultants		Wire			
		B 01	215	035	HSA Employee Deduction		\$2,123.55		
		B 01	215	085	MED FSA		\$716.67		
		B 01	215	086	PAYROLL DEDUCTIONS		\$695.83		
PO#:	Voucher #:	52014	Invoice	Invoice No: S2026160	2/25/2026			Paid Amt:	\$3,536.05
								Check Amount:	\$3,536.05
SBT	3017			EFTPS		Wire			
		B 01	215	010	FICA/MD		\$29,222.18		
		B 01	215	011	FED TAX		\$9,754.24		
PO#:	Voucher #:	52016	Invoice	Invoice No: S2026160	2/25/2026			Paid Amt:	\$38,976.42
								Check Amount:	\$38,976.42

Minneota Public School

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3022			Common Remitter		Wire		
			B 01	215 005	PAYANNU	\$5,829.02		
PO#:	Voucher #:	52022	Invoice	Invoice No: S2026160	2/25/2026	Paid Amt:	\$5,829.02	
			B 01	215 005	PAYANNU	\$200.34		
PO#:	Voucher #:	52020	Invoice	Invoice No: S2026160	2/25/2026	Paid Amt:	\$200.34	
			B 01	215 005	PAYANNU	\$598.41		
PO#:	Voucher #:	52015	Invoice	Invoice No: S2026160	2/25/2026	Paid Amt:	\$598.41	
Check Amount:							\$6,627.77	
SBT	52918	4672		Barbie Thomsen		Check		
			E 04	005 505 280 321 305	5th Grade Comm Ed Basketball Coach	\$200.00		
PO#:	Voucher #:	51969	Invoice	Invoice No: 5th Comm Ed Coach	2/12/2026	Paid Amt:	\$200.00	
Check Amount:							\$200.00	
SBT	52919	1689		Bend Rite Fabrication, Inc.		Check		
			E 01	300 301 000 830 433	Labor - Cut Steel Plates	\$50.00		
			E 01	300 301 000 830 433	Mild Steel - 3/16"	\$45.66		
			E 01	300 301 000 830 433	Shop Supplies	\$3.85		
PO#:	Voucher #:	51966	Invoice	Invoice No: 67413	2/12/2026	Paid Amt:	\$99.51	
Check Amount:							\$99.51	
SBT	52920	4099		Cole Papers Inc		Check		
			E 01	005 810 000 000 401	Advenger Rev AGM Batts Pad Holder	\$14,000.00		
			E 01	005 810 000 000 401	Red Buffer Pad 14"	\$36.18		
			E 01	005 810 000 000 401	White Super Polish Pad	\$18.09		
PO#:	Voucher #:	51432	Invoice	Invoice No: 10645370	2/12/2026	Paid Amt:	\$14,054.27	
Check Amount:							\$14,054.27	
SBT	52921	00505		THE MINNEOTA MASCOT		Check		
			E 01	005 010 000 000 305	Help Wanted - Ads Posting	\$318.00		
PO#:	Voucher #:	51967	Invoice	Invoice No: 2/11/26	2/12/2026	Paid Amt:	\$318.00	
Check Amount:							\$318.00	
SBT	52922	1007		WRS Group, Ltd.		Check		
			E 01	100 240 000 000 430	79202 Hand Held Mechanical Smoker	\$83.00		
			E 01	100 240 000 000 430	Freight	\$25.85		
PO#: 11388	Voucher #:	51968	Invoice	Invoice No: SO89278	2/12/2026	Paid Amt:	\$108.85	
Check Amount:							\$108.85	

Minneota Public School
Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52923	4481		Adam Foslien		Check			
			E 01	300 294 215 000 305	2/16 BBB Official		\$150.00		
PO#:	Voucher #:	51970	Invoice	Invoice No:	2/16 BBB	2/16/2026		Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52924	3695		AP Design		Check			
			E 01	300 296 228 000 401	High Relief Gold Medal		\$25.00		
PO#:	Voucher #:	51974	Invoice	Invoice No:	98582	2/16/2026		Paid Amt:	\$25.00
								Check Amount:	\$25.00
SBT	52925	3310		CLINT SCHILLER		Check			
			E 01	300 294 215 000 305	2/16 BBB Official		\$150.00		
PO#:	Voucher #:	51973	Invoice	Invoice No:	2/16 BBB	2/16/2026		Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52926	4381		Data Processing Design Inc.		Check			
			E 01	005 810 000 000 320	Monthly Useage Statement		\$70.79		
PO#:	Voucher #:	51975	Invoice	Invoice No:	EGOLD-12180905	2/16/2026		Paid Amt:	\$70.79
								Check Amount:	\$70.79
SBT	52927	01867		MN DEPT OF PUBLIC SAFETY		Check			
			E 01	005 865 000 349 305	Hazardous Chemical Inventory Fee		\$25.00		
PO#:	Voucher #:	51977	Invoice	Invoice No:	421000005	2/16/2026		Paid Amt:	\$25.00
								Check Amount:	\$25.00
SBT	52928	4251		Morgan Sanow		Check			
			E 01	300 294 215 000 305	2/16 BBB Official		\$60.00		
PO#:	Voucher #:	51972	Invoice	Invoice No:	2/16 BBB	2/16/2026		Paid Amt:	\$60.00
								Check Amount:	\$60.00
SBT	52929	3325		VANCE GULLICKSON		Check			
			E 01	300 294 215 000 305	2/16 BBB Official		\$150.00		
PO#:	Voucher #:	51971	Invoice	Invoice No:	2/16 BBB	2/16/2026		Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52930	4093		ABBY WAGNER		Check			
			E 01	300 294 213 000 305	2/17 BBB Official		\$60.00		
PO#:	Voucher #:	51982	Invoice	Invoice No:	2/17 BBB	2/16/2026		Paid Amt:	\$60.00
								Check Amount:	\$60.00
SBT	52931	3324		BLAIR MILLER		Check			
			E 01	300 294 213 000 305	2/17 BBB Official		\$150.00		
PO#:	Voucher #:	51980	Invoice	Invoice No:	2/17 BBB	2/16/2026		Paid Amt:	\$150.00
								Check Amount:	\$150.00

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52932	4324		BRETT BUSSKOH		Check			
			E 01	300 294 213 000 305	2/20 BBB Official		\$150.00		
PO#:	Voucher #:	51984	Invoice	Invoice No: 2/20 BBB	2/16/2026			Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52933	4099		Cole Papers Inc		Check			
			E 01	005 810 000 000 401	Scott Essential Jumbo Roll		\$811.80		
			E 01	005 810 000 000 401	Black Can Liner		\$422.00		
PO#:	Voucher #:	51978	Invoice	Invoice No: 10684191	2/16/2026			Paid Amt:	\$1,233.80
								Check Amount:	\$1,233.80
SBT	52934	4673		Collin Swedzinski		Check			
			E 01	300 294 213 000 305	2/17 BBB Official		\$150.00		
PO#:	Voucher #:	51983	Invoice	Invoice No: 2/17 BBB	2/16/2026			Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52935	3971		ERIC SMITH		Check			
			E 01	300 294 213 000 305	2/20 BBB Official		\$150.00		
PO#:	Voucher #:	51987	Invoice	Invoice No: 2/20 BBB	2/16/2026			Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52936	3830		GARY KACZMAREK		Check			
			E 01	300 294 213 000 305	2/17 BBB Official		\$150.00		
PO#:	Voucher #:	51979	Invoice	Invoice No: 2/17 BBB	2/16/2026			Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52937	4251		Morgan Sanow		Check			
			E 01	300 294 213 000 305	2/17 BBB Official		\$60.00		
PO#:	Voucher #:	51981	Invoice	Invoice No: 2/17 BBB	2/16/2026			Paid Amt:	\$60.00
								Check Amount:	\$60.00
SBT	52939	3325		VANCE GULLICKSON		Check			
			E 01	300 294 213 000 305	2/20 BBB Official		\$150.00		
PO#:	Voucher #:	51985	Invoice	Invoice No: 2/20 BBB	2/16/2026			Paid Amt:	\$150.00
								Check Amount:	\$150.00
SBT	52940	4250		American Welding & Gas, Inc		Check			
			E 01	300 301 000 830 433	Royal Blue Reinforced Welding Gloves		\$590.56		
PO#:	Voucher #:	51998	Invoice	Invoice No: 0011464764	2/20/2026			Paid Amt:	\$590.56
								Check Amount:	\$590.56

Minneota Public School

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52941	4448		Brian Rodas		Check			
			E 01	300 298 000 000 185	2/1 - 2/15 Games		\$45.00		
PO#:	Voucher #:	52008	Invoice	Invoice No: 2/1 - 2/15	2/20/2026			Paid Amt:	\$45.00
								Check Amount:	\$45.00
SBT	52942	4566		Brilee Anderson		Check			
			E 01	300 298 000 000 185	2/1-2/15 Games		\$45.00		
PO#:	Voucher #:	52003	Invoice	Invoice No: 2/1-2/15	2/20/2026			Paid Amt:	\$45.00
								Check Amount:	\$45.00
SBT	52943	00092		CARLSON & STEWART REFRIG		Check			
			E 02	005 770 000 701 350	Walk in Freezer - Fan not Running		\$270.00		
PO#:	Voucher #:	51997	Invoice	Invoice No: 75310	2/20/2026			Paid Amt:	\$270.00
								Check Amount:	\$270.00
SBT	52944	4550		Carson Becker		Check			
			E 01	300 298 000 000 185	2/1-2/15 Games		\$80.00		
PO#:	Voucher #:	52002	Invoice	Invoice No: 2/1-2/15	2/20/2026			Paid Amt:	\$80.00
								Check Amount:	\$80.00
SBT	52945	3845		Institute for Environmental Assessment		Check			
			E 01	005 810 192 000 350	Project 202511168 - 2025 Hoist Repair Services		\$15,470.00		
PO#:	Voucher #:	52001	Invoice	Invoice No: 00061666	2/20/2026			Paid Amt:	\$15,470.00
								Check Amount:	\$15,470.00
SBT	52946	4457		Jackie Lacek		Check			
			E 01	300 298 000 000 185	2/1 - 2/15 Games		\$120.00		
PO#:	Voucher #:	52006	Invoice	Invoice No: 2/1 - 2/15	2/20/2026			Paid Amt:	\$120.00
								Check Amount:	\$120.00
SBT	52947	4231		JASMINE DESMET		Check			
			E 01	300 298 000 000 185	2/1 - 2/15 Games		\$80.00		
PO#:	Voucher #:	52004	Invoice	Invoice No: 2/1 - 2/15	2/20/2026			Paid Amt:	\$80.00
								Check Amount:	\$80.00
SBT	52948	4240		JEREN ROST		Check			
			E 01	300 298 000 000 185	2/1 - 2/15 Games		\$80.00		
PO#:	Voucher #:	52007	Invoice	Invoice No: 2/1 - 2/15	2/20/2026			Paid Amt:	\$80.00
								Check Amount:	\$80.00
SBT	52949	4029		LOGAN SUSSNER		Check			
			E 01	300 298 000 000 185	2/1 - 2/15 Games		\$80.00		
PO#:	Voucher #:	52009	Invoice	Invoice No: 2/1 - 2/15	2/20/2026			Paid Amt:	\$80.00
								Check Amount:	\$80.00

Minneota Public School

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52950	4060		LYDIA SUSSNER		Check			
			E 01	300 298 000 000 185	2/1 - 2/15 Games		\$120.00		
PO#:	Voucher #:	52010	Invoice	Invoice No: 2/1 - 2/15	2/20/2026			Paid Amt:	\$120.00
								Check Amount:	\$120.00
SBT	52951	4577		MDE-MCIS: Acct 621892		Check			
			E 01	300 331 000 830 433	MCIS HS Per Student		\$400.00		
			E 01	300 331 000 830 433	MCIS Base Price		\$345.00		
PO#:	Voucher #:	51999	Invoice	Invoice No: MN26-24238	2/20/2026			Paid Amt:	\$745.00
								Check Amount:	\$745.00
SBT	52952	4251		Morgan Sanow		Check			
			E 01	300 294 213 000 305	2/20 BBB Official		\$60.00		
PO#:	Voucher #:	52012	Invoice	Invoice No: 2/20 BBB	2/20/2026			Paid Amt:	\$60.00
								Check Amount:	\$60.00
SBT	52953	4531		Niara Gorecki		Check			
			E 01	300 298 000 000 185	2/1 - 2/15 Games		\$80.00		
PO#:	Voucher #:	52005	Invoice	Invoice No: 2/1 - 2/15	2/20/2026			Paid Amt:	\$80.00
								Check Amount:	\$80.00
SBT	52954	4674		Nola Ascheman		Check			
			E 01	300 298 000 000 185	2/1 - 2/15 Games		\$45.00		
PO#:	Voucher #:	52011	Invoice	Invoice No: 2/1 - 2/15	2/20/2026			Paid Amt:	\$45.00
								Check Amount:	\$45.00
SBT	52955	3651		One Office Solution		Check			
			E 01	005 110 000 000 401	Paper - 8.5x11 - White		\$1,455.00		
PO#:	Voucher #:	51995	Invoice	Invoice No: 640908-00	2/20/2026			Paid Amt:	\$1,455.00
								Check Amount:	\$1,455.00
SBT	52956	01701		REGION IIIA		Check			
			R 01	300 294 221 000 060	2/12 Wrestling Sections		\$1,515.00		
PO#:	Voucher #:	51996	Invoice	Invoice No: 2/12 Wrestling SEC	2/20/2026			Paid Amt:	\$1,515.00
								Check Amount:	\$1,515.00
SBT	52957	4354		Vivacity Tech PBC		Check			
			B 01	131 000	Lenovo 300e Yoga Gen 4 Chromebook (Stylus U		\$36,800.00		
			B 01	131 000	Chrome OS Education License		\$3,680.00		
			B 01	131 000	4-Year Vivacity Tech Vsuite Pro (Touch)		\$13,225.00		
			B 01	131 000	Vivacity Tech Asset Tagging Service - VT Provid		\$0.00		
			B 01	131 000	Vivacity Tech Zero Touch Enrollment Service		\$0.00		
			B 01	131 000	Vivacity Tech Blue Light Blocking Tempered Glas		\$0.00		

Minneota Public School

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52957	4354		Vivacity Tech PBC		Check		
			B 01	131 000	Vivacity Tech Screen Protector Installation Serv	\$460.00		
			B 01	131 000	UZBL Rugged Hard Shell Air Style Case for Len	\$2,012.50		
			B 01	131 000	Vivacity Tech Chromebook/Case Assembly Servi	\$0.00		
			B 01	131 000	Vivacity Tech Quick Deploy Packaging Service	\$0.00		
			B 01	131 000	Vivacity Tech Shipping & Handling	\$235.00		
			B 01	131 000	Gemini Education Premium Annual Plan	\$0.00		
PO#:	11376	Voucher #:	52000	Invoice	Invoice No: INV1180645	2/20/2026	Paid Amt:	\$56,412.50
							Check Amount:	\$56,412.50
SBT	52958	3861		CASH		Check		
			E 01	300 294 221 000 369	Coaches Meal Money	\$1,540.00		
			E 01	300 294 221 000 369	Team Meal Money	\$720.00		
			E 01	300 294 221 000 369	Individual Meal Money	\$240.00		
PO#:		Voucher #:	52013	Invoice	Invoice No: State Wrestling	2/24/2026	Paid Amt:	\$2,500.00
							Check Amount:	\$2,500.00
SBT	52959	4322		AFSCME		Check		
			B 01	215 080	2/10 Dues	\$405.05		
			B 01	215 080	2/25 Dues	\$405.05		
PO#:		Voucher #:	52023	Invoice	Invoice No: February 26 Dues	2/24/2026	Paid Amt:	\$810.10
							Check Amount:	\$810.10
SBT	52960	00017		AMERICAN FAMILY ASSURANCE		Check		
			B 01	215 026	Group Cancer - Payroll Deduction	\$1,168.00		
PO#:		Voucher #:	51993	Invoice	Invoice No: 963022	2/24/2026	Paid Amt:	\$1,168.00
							Check Amount:	\$1,168.00
SBT	52961	3303		Legal Shield		Check		
			B 01	215 033	Group Legal - Payroll Deduction	\$181.40		
PO#:		Voucher #:	51988	Invoice	Invoice No: 2/15/2026	2/24/2026	Paid Amt:	\$181.40
							Check Amount:	\$181.40
SBT	52962	1080		MN NCPERS Life Insurance		Check		
			B 01	215 025	SB Life - Payroll Deduction	\$16.00		
PO#:		Voucher #:	51989	Invoice	Invoice No: 185001032026	2/24/2026	Paid Amt:	\$16.00
							Check Amount:	\$16.00
SBT	52963	2490		USable Life		Check		
			B 01	215 027	Group Life - Payroll Deduction	\$109.20		
PO#:		Voucher #:	51990	Invoice	Invoice No: 0006526387	2/24/2026	Paid Amt:	\$109.20

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52963	2490		US Able Life		Check			
			B 01	215 027	HL Life - Payroll Deduction		\$44.80		
PO#:	Voucher #:	51991	Invoice	Invoice No: 0006526394	2/24/2026	Paid Amt:	\$44.80		
						Check Amount:	\$154.00		
SBT	52964	4675		Abra - Marshall		Check			
			E 01	005 760 000 720 350	2024 Chevy Suburban - Insurance Claim		\$4,164.88		
PO#:	Voucher #:	52027	Invoice	Invoice No: RO Number - 29881	2/27/2026	Paid Amt:	\$4,164.88		
						Check Amount:	\$4,164.88		
SBT	52965	2347		Avera Marshall Regional Med Ct		Check			
			E 01	300 298 000 000 305	Athletic Training - 12/14 through 1/24		\$2,052.80		
PO#:	Voucher #:	52026	Invoice	Invoice No: CINV-018146	2/27/2026	Paid Amt:	\$2,052.80		
						Check Amount:	\$2,052.80		
SBT	52966	2482		CONTINENTAL CLAY CO		Check			
			E 01	300 212 000 000 430	B Clay Stoneware with Grog		\$380.00		
			E 01	300 212 000 000 430	Freight		\$109.40		
PO#: 11389	Voucher #:	52028	Invoice	Invoice No: INV000214102	2/27/2026	Paid Amt:	\$489.40		
						Check Amount:	\$489.40		
SBT	52967	4676		Dennis Benson		Check			
			E 01	300 258 231 000 430	Tune HS Piano		\$200.00		
PO#:	Voucher #:	52030	Invoice	Invoice No: 2.26.26	2/27/2026	Paid Amt:	\$200.00		
						Check Amount:	\$200.00		
SBT	52968	3949		MATT MYHRE		Check			
			E 01	005 110 000 000 401	ACH Fail - 2/25 Payroll		\$33.56		
PO#:	Voucher #:	52029	Invoice	Invoice No: ACH Fail	2/27/2026	Paid Amt:	\$33.56		
						Check Amount:	\$33.56		
SBT	52969	2238		SNA Lockbox - Certification		Check			
			E 02	005 770 000 701 366	441591 - SB Membership		\$64.50		
PO#:	Voucher #:	52025	Invoice	Invoice No: 441591	2/27/2026	Paid Amt:	\$64.50		
						Check Amount:	\$64.50		
SBT	52970	00680		ST EDWARD SCHOOL		Check			
			E 04	701 590 000 350 305	DD Nurse Pay Reimbursement		\$840.00		
			E 04	701 590 000 350 305	DD Nurse Taxes Reimbursement		\$67.93		
PO#:	Voucher #:	52024	Invoice	Invoice No: 20260224	2/27/2026	Paid Amt:	\$907.93		
						Check Amount:	\$907.93		

Minneota Public School

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52971	2135		Adrian High School		Check		
			E 01	300 292 236 035 369	Individuals for Speech Meet	\$35.00		
PO#:	Voucher #:	52046	Invoice	Invoice No:	Speech Meet 26	3/2/2026	Paid Amt:	\$35.00
							Check Amount:	\$35.00
SBT	52972	2323		Borch Sporting Goods		Check		
			R 01	005 000 000 000 099	State Football T-Shirts	\$583.00		
PO#:	Voucher #:	52057	Invoice	Invoice No:	AYA003622-YA03	3/2/2026	Paid Amt:	\$583.00
							Check Amount:	\$583.00
SBT	52973	4679		Carolyn Johnson		Check		
			E 01	300 292 236 035 305	Speech Judging	\$100.00		
PO#:	Voucher #:	52054	Invoice	Invoice No:	Speech Judge	3/2/2026	Paid Amt:	\$100.00
							Check Amount:	\$100.00
SBT	52974	4094		ESJD - SIOUX FALLS		Check		
			E 02	005 770 000 701 490	Food	\$22.40		
			E 02	005 770 000 701 495	Milk	\$3,801.75		
PO#:	Voucher #:	52034	Invoice	Invoice No:	2/28/26 Stmt	3/2/2026	Paid Amt:	\$3,824.15
							Check Amount:	\$3,824.15
SBT	52975	4352		Jessica Moriarty		Check		
			E 01	300 292 236 035 305	Speech Judging	\$325.00		
PO#:	Voucher #:	52049	Invoice	Invoice No:	Speech Judges 26	3/2/2026	Paid Amt:	\$325.00
							Check Amount:	\$325.00
SBT	52976	4336		Jessica Verly		Check		
			E 01	005 760 000 723 360	Transportation Agreement - 2/19 through 2/27	\$835.20		
PO#:	Voucher #:	52036	Invoice	Invoice No:	2/19 - 2/27	3/2/2026	Paid Amt:	\$835.20
							Check Amount:	\$835.20
SBT	52977	4465		Katie Jenson		Check		
			E 01	300 292 236 035 305	Speech Judging	\$200.00		
PO#:	Voucher #:	52051	Invoice	Invoice No:	Speech Judge	3/2/2026	Paid Amt:	\$200.00
							Check Amount:	\$200.00
SBT	52978	4224		KATIE WALERIUS		Check		
			E 01	300 292 236 035 305	Speech Judging	\$100.00		
PO#:	Voucher #:	52053	Invoice	Invoice No:	Speech Judge	3/2/2026	Paid Amt:	\$100.00
							Check Amount:	\$100.00

Minneota Public School

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52979	3652		Luverne Speech		Check		
			E 01	300 292 236 035 369	Individual Speech Meet	\$84.00		
PO#:	Voucher #:	52042	Invoice	Invoice No:	Speech Meet 26	3/2/2026	Paid Amt:	\$84.00
							Check Amount:	\$84.00
SBT	52980	01175		MINN. ELEVATOR SERVICE, INC.		Check		
			E 01	005 865 000 347 305	March Monthly Service	\$219.43		
PO#:	Voucher #:	52038	Invoice	Invoice No:	1175132	3/2/2026	Paid Amt:	\$219.43
							Check Amount:	\$219.43
SBT	52981	2505		Minneota Bus Service		Check		
			E 01	005 760 000 720 305	Tuition Route	\$5,385.06		
			E 01	005 760 000 720 305	Regular Route	\$34,991.58		
PO#:	Voucher #:	52037	Invoice	Invoice No:	March 2026 Routes	3/2/2026	Paid Amt:	\$40,376.64
							Check Amount:	\$40,376.64
SBT	52982	4677		Minnesota Speech Coaches Association		Check		
			E 01	300 292 236 035 369	MOSS Full Season Dues	\$100.00		
PO#:	Voucher #:	52040	Invoice	Invoice No:	10/6/25	3/2/2026	Paid Amt:	\$100.00
							Check Amount:	\$100.00
SBT	52983	3865		Minnesota State High School League		Check		
			E 01	300 294 221 000 401	Section Wrestling Medals	\$56.00		
PO#:	Voucher #:	52031	Invoice	Invoice No:	Section Wrestling	3/2/2026	Paid Amt:	\$56.00
							Check Amount:	\$56.00
SBT	52984	2168		MINNESOTA WEST COLLEGE		Check		
			E 01	300 211 000 000 390	Spring REACH 2026	\$6,000.00		
PO#:	Voucher #:	52033	Invoice	Invoice No:	CI0000018560	3/2/2026	Paid Amt:	\$6,000.00
							Check Amount:	\$6,000.00
SBT	52985	00519		MONTEVIDEO PUBLIC SCHOOLS		Check		
			E 01	300 292 236 035 369	Individuals for Speech Meet	\$77.00		
PO#:	Voucher #:	52045	Invoice	Invoice No:	Speech Meet 26	3/2/2026	Paid Amt:	\$77.00
							Check Amount:	\$77.00
SBT	52986	00602		Performance Foodservice - Marshall		Check		
			E 02	005 770 000 701 490	Food Service	\$6,478.76		
			E 02	005 770 000 707 490	Ala Carte	\$596.01		
			E 02	005 770 000 701 401	Supplies	\$471.77		
PO#:	Voucher #:	52035	Invoice	Invoice No:	2/28/26 Stmt	3/2/2026	Paid Amt:	\$7,546.54
							Check Amount:	\$7,546.54

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52987	1159		REDWOOD VALLEY HIGH SCHOOL		Check			
			E 01	300 292 236 035 369	Individuals for Speech Meet		\$42.00		
PO#:	Voucher #:	52044	Invoice	Invoice No:	Speech Meet 26		3/2/2026	Paid Amt:	\$42.00
								Check Amount:	\$42.00
SBT	52988	01833		RTR PUBLIC SCHOOL		Check			
			E 01	300 292 236 035 369	Individuals for Speech		\$49.00		
PO#:	Voucher #:	52041	Invoice	Invoice No:	Speech Meet 26		3/2/2026	Paid Amt:	\$49.00
								Check Amount:	\$49.00
SBT	52989	4678		Shakopee High School Speech		Check			
			E 01	300 292 236 035 369	Individuals for Speech Meet		\$70.00		
PO#:	Voucher #:	52047	Invoice	Invoice No:	Speech Meet 26		3/2/2026	Paid Amt:	\$70.00
								Check Amount:	\$70.00
SBT	52990	00667		SOUTHWEST MN STATE UNIVERSITY		Check			
			E 01	300 211 000 000 390	BH PSEO Spring 26		\$5,467.61		
PO#:	Voucher #:	52032	Invoice	Invoice No:	00287516		3/2/2026	Paid Amt:	\$5,467.61
								Check Amount:	\$5,467.61
SBT	52991	4403		Sysco Western Minnesota, Inc.		Check			
			E 02	005 770 000 701 490	Food Service		\$10,405.16		
			E 02	005 770 000 707 490	Ala Carte		\$157.20		
PO#:	Voucher #:	52039	Invoice	Invoice No:	2/28/26 Stmt		3/2/2026	Paid Amt:	\$10,562.36
								Check Amount:	\$10,562.36
SBT	52992	4367		Tessa Heiling		Check			
			E 01	300 292 236 035 305	Speech Judging		\$100.00		
PO#:	Voucher #:	52052	Invoice	Invoice No:	Speech Judge		3/2/2026	Paid Amt:	\$100.00
								Check Amount:	\$100.00
SBT	52993	4656		Wazer		Check			
			E 01	300 292 209 000 530	110V / 60Hz Wazer Stand Up		\$10,999.00		
PO#: 11371	Voucher #:	52048	Invoice	Invoice No:	53509055366		3/2/2026	Paid Amt:	\$10,999.00
								Check Amount:	\$10,999.00
SBT	52994	3760		Worthington High School Speech Team		Check			
			E 01	300 292 236 035 369	Individual Speech Meet		\$112.00		
PO#:	Voucher #:	52043	Invoice	Invoice No:	Speech Meet 26		3/2/2026	Paid Amt:	\$112.00
								Check Amount:	\$112.00

Minneota Public School

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52995	4558		Wyatt Pohlen		Check		
			E 01	300 292 236 035 305	Speech Judging	\$225.00		
PO#:	Voucher #:	52050	Invoice	Invoice No:	Speech Judge 26	3/2/2026	Paid Amt:	\$225.00
							Check Amount:	\$225.00
SBT	52996	4250		American Welding & Gas, Inc		Check		
			E 01	300 301 000 830 433	Tungsten - Blue 10 Pack	\$389.20		
PO#:	Voucher #:	52068	Invoice	Invoice No:	0011484446	3/5/2026	Paid Amt:	\$389.20
			E 01	300 301 000 830 433	Welding Tank Rental	\$131.33		
PO#:	Voucher #:	52069	Invoice	Invoice No:	0011489826	3/5/2026	Paid Amt:	\$131.33
			E 01	300 301 000 830 433	Stryker Jacket Red Flame	\$70.00		
PO#:	Voucher #:	52070	Invoice	Invoice No:	0011484372	3/5/2026	Paid Amt:	\$70.00
							Check Amount:	\$590.53
SBT	52997	3695		AP Design		Check		
			E 01	300 298 000 000 401	Minneota Record Sign	\$25.00		
PO#:	Voucher #:	52066	Invoice	Invoice No:	98787	3/5/2026	Paid Amt:	\$25.00
							Check Amount:	\$25.00
SBT	52998	2927		Big Stone Therapies, Inc.		Check		
			E 01	005 404 000 740 394	PT Mileage	\$26.64		
			E 01	005 404 000 740 394	PT Drive Time	\$111.30		
			E 01	005 404 000 740 394	PT	\$875.70		
			E 01	005 404 000 740 394	PTA Mileage	\$2.88		
			E 01	005 404 000 740 394	PTA Drive Time	\$35.00		
			E 01	005 404 000 740 394	PTA	\$361.90		
PO#:	Voucher #:	52065	Invoice	Invoice No:	31095	3/5/2026	Paid Amt:	\$1,413.42
							Check Amount:	\$1,413.42
SBT	52999	2323		Borch Sporting Goods		Check		
			E 01	300 296 228 000 401	softball game balls	\$375.00		
			E 01	300 296 228 000 401	helmets with masks	\$330.00		
			E 01	300 296 228 000 401	Helment bag	\$80.00		
PO#:	Voucher #:	52061	Invoice	Invoice No:	AAR004258-YA03	3/5/2026	Paid Amt:	\$785.00
							Check Amount:	\$785.00
SBT	53000	4550		Carson Becker		Check		
			E 01	300 298 000 000 185	2/16 - 2/28 Games	\$80.00		
PO#:	Voucher #:	52073	Invoice	Invoice No:	2/16 - 2/28	3/5/2026	Paid Amt:	\$80.00
							Check Amount:	\$80.00

Minneota Public School

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53001	4099		Cole Papers Inc		Check		
			E 01	005 810 000 000 401	BTC054 - Betco Neutral Disinfectant	\$51.50		
PO#:	Voucher #:	52067	Invoice	Invoice No: 10690327	3/5/2026	Paid Amt:	\$51.50	
						Check Amount:	\$51.50	
SBT	53002	4457		Jackie Lacek		Check		
			E 01	300 298 000 000 185	2/16 - 2/28 Games	\$80.00		
PO#:	Voucher #:	52075	Invoice	Invoice No: 2/16 - 2/28	3/5/2026	Paid Amt:	\$80.00	
						Check Amount:	\$80.00	
SBT	53003	4231		JASMINE DESMET		Check		
			E 01	300 298 000 000 185	2/16 - 2/28 Games	\$120.00		
PO#:	Voucher #:	52074	Invoice	Invoice No: 2/16 - 2/28	3/5/2026	Paid Amt:	\$120.00	
						Check Amount:	\$120.00	
SBT	53004	2021		Johnson Controls Fire Protection LP		Check		
			E 01	005 865 000 363 305	Fire Alarm - Service Call	\$868.40		
PO#:	Voucher #:	52062	Invoice	Invoice No: 53854231	3/5/2026	Paid Amt:	\$868.40	
						Check Amount:	\$868.40	
SBT	53005	4029		LOGAN SUSSNER		Check		
			E 01	300 298 000 000 185	2/16 - 2/28 Games	\$40.00		
PO#:	Voucher #:	52076	Invoice	Invoice No: 2/16 - 2/28	3/5/2026	Paid Amt:	\$40.00	
						Check Amount:	\$40.00	
SBT	53006	4060		LYDIA SUSSNER		Check		
			E 01	300 298 000 000 185	2/16 - 2/28 Games	\$80.00		
PO#:	Voucher #:	52077	Invoice	Invoice No: 2/16 - 2/28	3/5/2026	Paid Amt:	\$80.00	
						Check Amount:	\$80.00	
SBT	53008	2168		MINNESOTA WEST COLLEGE		Check		
			E 01	300 211 000 000 390	Spring PSEO 2026	\$4,884.03		
PO#:	Voucher #:	52072	Invoice	Invoice No: 00280567	3/5/2026	Paid Amt:	\$4,884.03	
						Check Amount:	\$4,884.03	
SBT	53009	00528		MUSIC STREET		Check		
			E 01	300 258 233 000 430	SOE Drums/Mallet Book 2	\$8.50		
PO#:	Voucher #:	52059	Invoice	Invoice No: 218627661	3/5/2026	Paid Amt:	\$8.50	
			E 01	300 258 233 000 430	SOE Book 3 Drums & Mallet	\$8.50		
PO#:	Voucher #:	52058	Invoice	Invoice No: 217531254	3/5/2026	Paid Amt:	\$8.50	
						Check Amount:	\$17.00	
SBT	53010	2176		Pepper of Minneapolis		Check		
			E 01	300 258 233 000 430	5927850 Nutcracker Duets	\$11.99		

Minneota Public School

Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53010	2176		Pepper of Minneapolis		Check		
			E 01	300 258 233 000 430	4941605 In the Mood Conductor Score	\$5.00		
			E 01	300 258 233 000 430	Shipping	\$13.99		
PO#: 11412	Voucher #:	52063	Invoice	Invoice No: 368358179	3/5/2026	Paid Amt:	\$30.98	
			E 01	300 258 233 000 430	11426391 (not) Alone conductor scores	\$12.00		
PO#: 11412	Voucher #:	52060	Invoice	Invoice No: 368366828	3/5/2026	Paid Amt:	\$12.00	
			E 01	300 258 233 000 430	11426391 (not) Alone conductor scores	\$24.00		
			E 01	300 258 233 000 430	11501832 Goin' Home conductor score	\$10.00		
PO#: 11412	Voucher #:	52064	Invoice	Invoice No: 368362380	3/5/2026	Paid Amt:	\$34.00	
						Check Amount:	\$76.98	
SBT	53011	00211		SW/WC SERVICE COOPERATIVES		Check		
			E 01	005 257 000 000 305	Tech Support	\$503.16		
			E 01	005 257 000 000 305	Cybersecurity Services	\$1,985.08		
			E 01	005 257 000 000 305	Technology Integration	\$1,077.33		
			E 01	005 257 000 000 305	AI Training	\$1,878.00		
			E 01	005 257 000 000 305	AI Training Mileage	\$20.30		
			E 01	005 110 000 000 305	1/3 RMIC Business/Smart Contract	\$4,064.00		
			E 01	005 110 000 000 305	1/3 RMIC MARSS Contract	\$668.46		
			E 01	005 110 000 000 305	1/3 EOHSM Contract	\$1,918.00		
			E 01	005 400 000 372 305	MA Billing	\$3,328.60		
			E 01	005 400 000 372 305	1/4 STARRS Online Academy	\$4,500.00		
PO#:	Voucher #:	52080	Invoice	Invoice No: 2/28/26 Stmt	3/5/2026	Paid Amt:	\$19,942.93	
						Check Amount:	\$19,942.93	
SBT	53012	4682		USI Consulting Group, Inc		Check		
			E 01	005 110 000 000 305	GASB - OPED 75	\$3,500.00		
PO#:	Voucher #:	52071	Invoice	Invoice No: 90122210	3/5/2026	Paid Amt:	\$3,500.00	
						Check Amount:	\$3,500.00	
SBT	53013	1828		Minneota Building Materials		Check		
			E 01	005 810 000 000 401	Custodial Supplies	\$85.45		
			E 01	300 301 000 830 433	Shop Supplies - HS	\$536.06		
			E 01	300 255 000 000 430	Shop Supplies - JH	\$80.78		
			E 01	300 292 209 000 401	Robotics Supplies	\$22.21		
PO#:	Voucher #:	52078	Invoice	Invoice No: 2/28/26 Stmt	3/5/2026	Paid Amt:	\$724.50	
						Check Amount:	\$724.50	
SBT	53014	2505		Minneota Bus Service		Check		
			E 01	300 790 000 733 305	High School Field Trips	\$1,251.07		
			E 01	300 294 221 733 305	Wrestling Bussing	\$2,205.34		

Minneota Public School
Detail Payment Register By Check

Check Number: 52918-2147483647 Payment Date: 2/12/2026-3/31/2026 Period: 202601-202609 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SBT	53014	2505		Minneota Bus Service		Check	
			E 01	300 296 213 733 305	GBB Bussing	\$3,161.00	
			E 01	300 294 213 733 305	BBB Bussing	\$1,382.49	
			E 01	300 292 236 733 305	Speech Bussing	\$1,221.39	
			E 01	005 760 000 723 360	St Leo Sped Trips	\$4,075.20	
			E 01	005 760 000 723 360	ECSE Trips	\$1,332.80	
			E 01	005 760 000 720 305	Routes	\$7,616.16	
			E 01	005 760 000 726 360	Band Runs	\$475.83	
PO#:	Voucher #:	52079	Invoice	Invoice No:	February 2026 Trips	3/5/2026	Paid Amt: \$22,721.28
							Check Amount: \$22,721.28
							Report Total: \$348,723.76

LEADERSHIP

REPORTS

MHS Activities and CE Report

March 2026

Winter Activities

Speech: Continuing to dominate their meets. Home meet March 14

BBB: final record 8-19 overall. Showed tremendous growth as the season went on.

GBB: final record 19-9 overall. Only team to give CMCS a challenge this season losing by 3 in SS Semis. Team Academic Gold

WR: final record 30-3 MSHSL 4th place (team); 8 Individual State entrants and 5 medalists. Team Academic Gold. 3 selected All Tournament Team. Kris Fier Section Asst. Coach of the Year; Matt Myrvik & Matt Buysse Section and Class A State Coach of the Year.

Spring Activities

****Registration numbers preliminary. Several kids that where at preseason meetings have not signed up yet****

Track: Starts March 9. Current 19 registered (up from 7 last year)

Softball: Starts March 9. Current 23 registered (From meeting Minneota numbers up, Canby numbers down)

Baseball: Starts March 16. Current 36 registered (numbers slightly down from last year)

Golf: Starts March 16. Current 26 registered (boys numbers steady, girls up 3 from last year)

Enrollment as of 3/05/26 is 298

PreK: 46
K: 37
1: 32
2: 45
3: 32
4: 40
5: 33
6: 33

I Love to Read Month Wraps Up

120th Day of School

Playground Fundraising Begins

Elementary Updates

School Board Report

Nicolle Johnston



March 2026

Wild West Concert

→ Grades 3 and 4 (1:00 PM Show)

The SOUTHWEST MINNESOTA ORCHESTRA
Dr. Daniel Rieppel, Music Director
presents



The Annual Children's Concert
WILD WILD WEST



Tuesday, April 7
10:00 a.m. and 1:00 p.m.

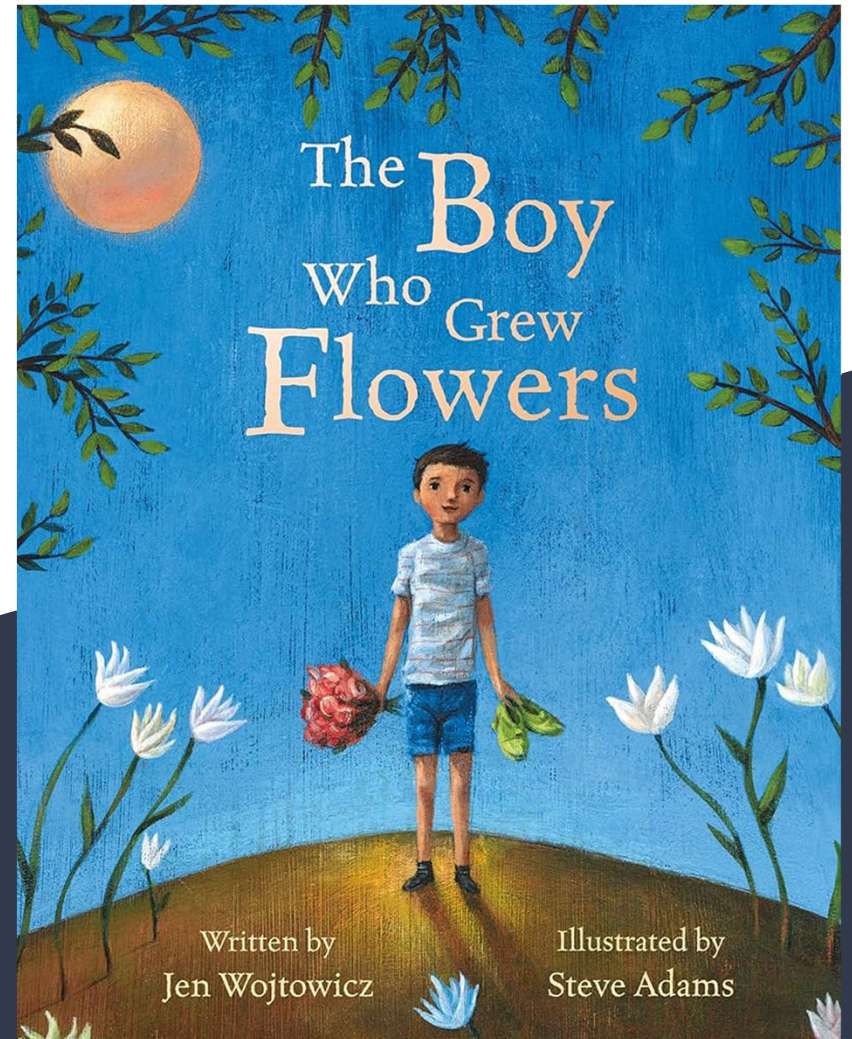
THE SCHWAN COMMUNITY CENTER FOR THE PERFORMING ARTS
MARSHALL HIGH SCHOOL, 400 TIGER DRIVE, MARSHALL, MN

TICKETS WILL NOT BE SOLD AT THE DOOR.
ATTENDANCE NEEDS TO BE ARRANGED IN ADVANCE BY CALLING OR TEXTING 507-530-2555.

 SOUTHWEST

Musical in Dawson

- April 13th: 9:30
- Grades K-4
- Based on the children's book about a quiet boy named Rink who sprouts flowers on his body during the full moon, making him an outcast until a new girl, Angelina, befriends him, teaching a lesson about kindness and acceptance, inspired by the author's brother who is on the autism spectrum.



Family Literacy Night

- Open to all K-4 families (including St. Eds)
- NHS Student Volunteers
- Drawing
- RSVP - 20 families

Step into Candy Land

Where Reading is
Always Sweet!

K-4 Families

Join Us for a Sweet
Family Literacy
Adventure!



THURSDAY, MARCH 26
4-6 PM
Minneota Public Schools

All activities will be held in the
Viking Gym, except for BINGO,
which will be held in the Conference
Room.

- ▶ We will have prizes,
snacks, and bottled water
- ▶ Stations will mirror the
game Candy Land!

nicolle.johnston@minneotaschools.org



Playground Fundraising Updates

- Drawings at Elem Concert
- Eileen's Cookies

Fundraising

[Home](#) ▶ [Fundraising](#)

Make some "Dough" selling Eileen's Colossal Cookies Dough!

Do you need to raise money for your organization? Eileen's Colossal Cookies can help.

Many organizations are having tremendous success selling a well recognized product with a solid reputation for quality. Our fundraising program offers great profit for your group.

Eileen's will work with you to plan the best time for your fundraiser and answer any questions you might have. We provide you with enough order forms and sales flyers for each selling member of your group.

After your group pre-sells the dough, just bring in your Grand Totals Form, and leave the rest to us!

We will have your cookie dough ready in two weeks, and your sellers can deliver the dough (and some smiles) to their happy customers!

Contact the [Eileen's Colossal Cookies nearest you](#) for details, or to start your fundraiser today!



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Find Us on 

Kindergarten Round-Up

→ March 30th



March 2, 2026

Dear Families of Future Kindergarteners~

We are so excited to welcome your family into what will be an incredible year of Kindergarten at Minneota Public School! We are sending you this information to prepare you and your child for a successful upcoming 2026-2027 school year. Mark your calendars and set aside an hour of time to join us **WITH** your incoming Kindergarten child on:

Monday, March 30, 2026

5:30 – 6:30pm

Conference Room in High School

(Enter through the Elementary doors beginning at 5:15.)

During this meeting, you will get to see and hear from Mrs. Johnston, our Elementary Principal, Mrs. Karen Dalager and Mrs. Jessica Bradley, our Kindergarten classroom teachers. We will go over and fill out important beginning of the year registration information, what a kindergarten day is like, our supply list and answer any questions you may have.

Start making a list of questions that you have and bring them with you when we meet on March 30, 2026. We look forward to seeing everyone soon!

Sincerely,

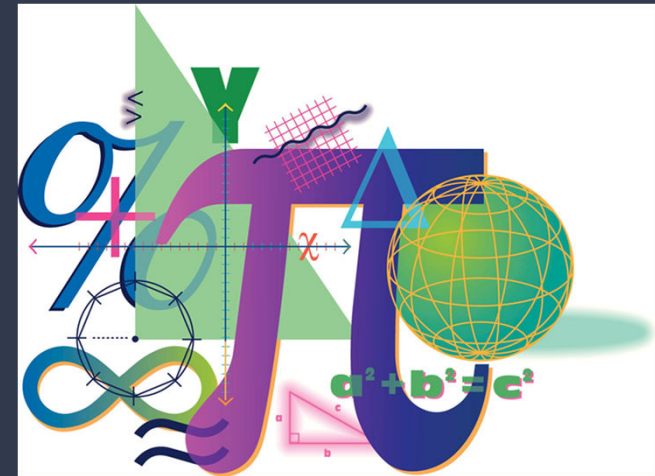
Mrs. Johnston, Karen Dalager, and Jessica Bradley

Curriculum and Instruction

Math Team Updates

Draft Curriculum Selection Rubric

<https://docs.google.com/spreadsheets/d/1xbTgpTN7HaKLyZiLZPOmxLg-jl1xUACW5TSoy4BHIHU/edit?usp=sharing>



Upcoming Dates

- ❖ March 11th: Ag Day for 4th Grade
- ❖ March 13th: End of Quarter 3/Early Out @12:15
- ❖ March 19th: Early Out @1:12 / Parent-Teacher Conferences 1:15-8
- ❖ March 26th: Family Literacy Night 4-6
- ❖ March 30th: Kindergarten Roud Up 5:30-6:30
- ❖ April 2nd: Teacher JSD - No School
- ❖ April 7th: SMSU concert for grades 3 and 4
- ❖ April 13th: Elementary Concert 6:30-7:30
- ❖ April 13th: Play in Dawson for K-4



SUPERINTENDENT'S REPORT

GENERAL INFORMATION



Funding for 2026-2027



Legislative Session



Legislative Platforms



Automated cleaning demonstration



2026-2027 planning

SUPERINTENDENT'S REPORT

FOOD SERVICE – FEBRUARY 2026

1. Breakfast

- 43.5% participation; **HIGHEST FEBRUARY** on record; **+8.4%** from last year
- 244 breakfasts per day...**+22.5%**; 4,148 breakfasts total; **+15.7%** from last year

2. Lunch

- 80.7% participation; **HIGHEST FEBRUARY** on record; **+3.6%** from last year
- 453 lunches per day; 7,701 total lunches; **+3.3%** from last year

3. Key Takeaways

- **BREAKFAST GROWTH** is the most significant trend in February.
- From a student achievement point, increased breakfast participation is associated with **IMPROVED STUDENT OUTCOMES**.
- **LUNCH PARTICIPATION REMAINS VERY STRONG** at over 80%, indicating **HIGH TRUST AND SATISFACTION** with the lunch program.
- **STUDENTS ARE CHOOSING SCHOOL MEALS** at record levels.



CONSENT

AGENDA

MINNEOTA PUBLIC SCHOOLS – ISD #414

FEBRUARY 18, 2026 SCHOOL BOARD REGULAR MEETING MINUTES

A Regular Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, February 18, 2026 at 5:00 pm in the Conference Room.

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

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

Board members and administration shared recognitions of staff and students and highlighted various accomplishments and celebrations.

David Berner from SWWC shared generative artificial intelligence information with the Board, answered questions, and gave an update on the work of the Minneota AI Task Force.

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

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

Board committee reports and administrative reports were reviewed.

Motion by Skorczewski, second by Hennen, to approve the Consent Agenda. Motion carried unanimously.

Motion by Buysse, second by Coequyt, to approve the 2025-2026 Budget Revision as presented. Motion carried unanimously.

Motion by Skorczewski, second by Hennen, to approve the 2026-2027 school calendar with the inclusion of a 1:12 pm early dismissal on December 23, 2026. Motion carried unanimously.

Motion by Skorczewski, second by Coequyt, to approve the 2026-2027 Master Agreement between ISD #414 and Minneota Education Minnesota Organization (MEMO). Motion carried unanimously.

Motion by Skorczewski, second by Mead, to approve the 2026-2027 SWWC Service Cooperative membership agreements. Motion carried unanimously.

Motion by Buysse, second by Hennen, to accept the E rate bid of \$7,875 from Data Center Warehouse for five uninterruptible power supply batteries. Motion carried unanimously.

Motion by Skorczewski, second by Mead, to approve a resolution non-renewing a probationary teacher, Jolene Condelli. Motion carried unanimously.

Motion by Buysse, second by Skorczewski, to approve a resolution non-renewing a probationary teacher, Lucas Damm. Motion carried unanimously.

Motion by Hennen, second by Skorczewski, to approve a resolution non-renewing a probationary teacher, Shelby Domeier. Motion carried unanimously.

Motion by Skorczewski, second by Hennen, to approve a resolution non-renewing a probationary principal, Lindsey Larson. Motion carried unanimously.

Superintendent Monson discussed potential State Team Tournaments and calendar impacts.

Motion by Skorczewski, second by Mead, to approve a resolution directing the administration to make recommendations regarding the reduction and-or discontinuance of programs and positions and reasons therefore. Motion passed unanimously by roll call vote.

The first reading of 7 policies and procedures was conducted, but no formal action was taken.

Motion by Mead, second by Coequyt, to approve a resolution for the acceptance of gifts, donations, and grants. Motion carried unanimously by roll call vote.

Motion by Skorczewski, second by Hennen, to approve a School Board Special Meeting at 5:30 PM on Wednesday, March 4, 2026. Motion carried unanimously.

Motion by Mead, second by Skorczewski, to adjourn. Motion carried unanimously.

There being no further business, the meeting was adjourned at 6:39 pm.

Respectfully submitted,

Martin Hennen, Clerk

MINNEOTA PUBLIC SCHOOLS – ISD #414

MARCH 4, 2026 SCHOOL BOARD SPECIAL MEETING MINUTES

A Special Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, March 4, 2026 at 5:34 pm in the Conference Room.

Roll call was taken. Members present included Emily Coequyt, Jon Buysse, Abby Thostenson, Julie Mead, Tom Skorczewski, Ryan Runia, and Martin Hennen.

Nicolle Johnston, Brandon Caster, Jared Josephson, Karen Dalager, Les Engler, and Scott Monson also attended the meeting.

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

Peter Leatherman, from Morris-Leatherman Associates, presented results from a random phone survey that was conducted of 300 district residents.

Ellie Gilliam, Brent Jones, and Russ Schumacher from Nexus worked through various aspects of the facility assessment that was conducted by their company. Questions and discussions ensued.

Motion by Skorczewski, second by Runia, to schedule a Special Meeting at 7:00 pm on Wednesday, March 11.

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

There being no further business, the meeting was adjourned at 7:44 pm.

Respectfully submitted,

Martin Hennen, Clerk



Sample Nondisclosure Agreement for Sharing Assessment and Accountability Results

This nondisclosure agreement applies to any preliminary or embargoed statewide testing or accountability data for the standards-based accountability assessments (Minnesota Comprehensive Assessments and Minnesota Test of Academic Skills) and English language proficiency accountability assessments (ACCESS for ELLs and WIDA Alternate ACCESS). This data is provided by the Minnesota Department of Education (MDE) and may be available to the school district through secure reports, service provider systems, or other district data systems.

This agreement must be completed by any school officials who will have access to preliminary or embargoed results in any form, and includes school board members and contractors hired by the district. This agreement also includes charter school authorizers, if a separate data sharing agreement for these results is not already in place.

I understand that:

1. All assessment and accountability data shared by MDE with the school district are educational data as defined by the federal Family Education Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and 34 C.F.R. Chapter 99, and by Minnesota Statutes, section 13.32.
2. Educational data that are related to an individual student are classified by FERPA and section 13.32 as private data, which means that the data are not public and cannot be shared with anyone who does not have either legal authority to access it or a signed parental/guardian consent to access it.
3. School officials or other authorized representatives of the school district may have access to private educational data if the district has determined that they have a legitimate educational interest in the educational data.
4. All assessment and accountability data, including summary data that are not about individual students, are under an embargo before they are released publicly. Embargoed results may not be shared or discussed with anyone who does not have authority to access them.

By accessing the assessment and accountability data made available by MDE, I agree and assure that:

1. I am a school official or other authorized representative of the school district.
2. The school district has determined that I have a legitimate educational interest in the educational data.
3. I will not share or discuss preliminary or embargoed assessment and accountability results in any form with anyone who does not have legal authority to access the data.
4. I will not share or discuss any assessment data related to individual students with anyone who does not have legal authority or a signed consent from a parent/guardian to access the data.
5. If I do not know whether someone has authority to access the data, I will not share it with them.
6. I understand that I should only access and use educational data to the extent needed to do my work. I will not access or use educational data for any reasons not related to my work and my authority to access the data.
7. I understand that educational data must be maintained in a secure manner that prevents unauthorized persons from accessing it. I will follow appropriate safeguards to reasonably and appropriately protect the privacy, security, and integrity of all educational data to which I have access.

Name (printed)

Signature

Date

Fundraiser Request | March 2026

Who	What	Details	Raise Funds For	Date	Location	Lead Person
Playground Committee	Raffle and Free Will Donation	We will sell raffle tickets (ahead of time and at concert in April) and families will have a chance to win prizes. Free will donation at concert as well.	Playground	4/13/2026	Minneota Schools (prior to elementary concert)	Nicolle Johnston

MEMORANDUM OF AGREEMENT TEACHER EARLY RETIREMENT INCENTIVE

This Memorandum of Agreement (“Agreement”) is entered into between Independent School District No. 414, Minneota Public Schools (“District”) and Heidi Louwagie (“Teacher”).

1) Purpose

The purpose of this Agreement is to outline the terms under which the Teacher will voluntarily retire from employment with the District and receive an Early Retirement Incentive consistent with Minnesota Statutes §122A.48.

2) Eligibility

The Teacher affirms that they meet the eligibility requirements under Minnesota Statutes §122A.48 to participate in a Teacher Early Retirement Incentive program.

3) Retirement Date

The Teacher agrees to retire from employment with the District effective June 30, 2026, resulting in termination of services and withdrawal from active teaching service with the District.

4) Early Retirement Incentive

Subject to the conditions outlined in this Agreement, the District agrees to provide the Teacher with an Early Retirement Incentive in the amount of Twenty-Five Thousand Dollars (\$25,000).

The incentive payment shall be made in the following manner:

- The District will issue payment in the amount of \$25,000, on/before June 30, 2026, which shall be deposited into either:
 - a Healthcare Savings Account (HSA), or
 - a 403(b) retirement account in the Teacher’s name.

The Teacher shall designate the account and provide all necessary documentation for the District to complete the transfer.

5) Contingency Condition

The Early Retirement Incentive described in Section 4 is contingent upon a licensed mathematics teacher accepting and signing a contract of employment with the District on or before April 15, 2026 to fill the vacancy created by the Teacher’s retirement.

If the District is unable to or does not hire a licensed mathematics teacher by April 15, 2026, the District shall have no obligation to provide the Early Retirement Incentive payment described in this Agreement, and this Agreement shall become null and void unless otherwise mutually amended in writing.

6) Compliance With Law

This Agreement is entered into pursuant to Minnesota Statutes §122A.48, which allows the District and the Teacher to mutually agree upon the amount, timing, and manner of payment of an early retirement incentive.

7) Separation From Employment

Upon retirement:

- The Teacher will cease active teaching service with the District.
- All rights and obligations under the current employment contract shall end as of the retirement date, except as otherwise provided in this Agreement.
- Nothing in this Agreement prevents the Teacher from serving the District in roles permitted under Minnesota law after retirement (e.g., substitute teaching, coaching).

8) Entire Agreement

This document constitutes the entire agreement between the parties regarding the Early Retirement Incentive and supersedes any prior discussions or understandings.

Any modifications must be made in writing and approved by both parties.

9) Approval

In Witness Whereof, the parties have voluntarily entered into his Memorandum of Agreement on the dates shown by their signatures.

The Memorandum of Agreement will not become effective unless and until it is approved by the District’s School Board and is signed by both parties.

Licensed Teacher

Independent School District #414

Heidi Louwagie, Teacher

Abby Thostenson, School Board Chair

Martin Hennen, School Board Clerk

Date

Date

PREVIOUS

BUSINESS



Minneota Public School District Policy 506

Adopted: March 2001

Revised: ~~July~~March 2026

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to a more mature behavior of self-control.

All students are entitled to learn and develop in a setting that promotes respect for self, others, and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students,

parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a

regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising the person's lawful authority may use reasonable force when it is

necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or another agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student

to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time for all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner that meets standards of safety and health and common

standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing that bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons, or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act that inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel, or surrounding persons, violate the rights of others, or damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 - 1. a student causes or is likely to cause serious physical harm to other students or staff;
 - 2. the student's parent or guardian specifically consents to the use of recess detention;
or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, a violation of school district code of conduct, rules, regulations, policies, or procedures will result in a discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with the teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule,

- regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
 - D. Parent conference;
 - E. Removal from class;
 - F. In-school suspension;
 - G. Suspension from extracurricular activities;
 - H. Detention or restriction of privileges;
 - I. Loss of school privileges;
 - J. In-school monitoring or revised class schedule;
 - K. Referral to in-school support services;
 - L. Referral to community resources or outside agency services;
 - M. Financial restitution;
 - N. Referral to police, other law enforcement agencies, or other appropriate authorities;
 - O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
 - P. Out-of-school suspension under the Pupil Fair Dismissal Act;
 - Q. Preparation of an admission or readmission plan;
 - S. Expulsion under the Pupil Fair Dismissal Act;
 - T. Exclusion under the Pupil Fair Dismissal Act; and/or
 - U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures

fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student from a Class.
 1. The teacher will privately ask the student to leave class. If the student does not comply, choices will be given – 1) leave quietly and walk to the principal's office, or 2) the principal will be called to assist you with leaving.
 2. The teacher will inform the principal that a student has been asked to leave the lesson. If the student refuses to leave, the principal may be called upon to assist. If the student will not comply with leaving, the room may be emptied of students and district personnel to remove the audience and to allow learning to continue in

another space.

3. The teacher will complete documentation either through an email or by an oral report given to the principal. Record of the events will be recorded under 'discipline' in JMC.
- D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)
- E. Responsibility for and Custody of a Student Removed from Class.
1. Generally, a student will walk him/herself to the principal's office. If the student required assistance leaving the room, it may be decided by the principal to conduct an interview with the student in a nearby room.
 2. The preferred method of how a student will go to the principal's office will be for him/her to walk themselves. If, however, the student is escalated, a team may be needed to help. The walk with support will typically be provided by any or all of the following: school principal, school social worker, school counselor, case manager (if the student is on an IEP), and/or other school personnel as necessary and appropriate.
 3. Any student in grades PreK-2 will be accompanied by an adult. In grades 3-12, students may walk themselves if they have demonstrated compliance.
 4. The student will wait in the front office until the principal is available to meet with him/her.
 5. It is the teacher's responsibility to inform the principal that a student has been asked to leave class. Minimally, a phone call to the office should be made to inform them of this. A short synopsis of why the student was removed should be given. The front office administrative assistants (and principal) will be responsible for ensuring the student arrived safely.
- F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.
1. Returning to class is contingent upon a required de-escalation, his or her ability to honestly debrief the events, and the offense for which he or she was removed.
- G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;
1. The teacher or the principal will inform the parent(s) or guardian(s) that the student was removed from class.
- H. Students with a Disability; Special Provisions.

1. If the student is on an IEP and is removed from class between 2 to 9 times, a meeting will be arranged with the IEP team.
 2. A student on an IEP who is removed from class 10 or more times, a Manifestation Determination meeting will be held with the IEP team.
 3. If the student is not on an IEP and is removed from class more than 4 times, the student should be brought to the TAT team to determine if further interventions or a referral to the child study team would be appropriate.
- I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
 1. Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26;
 2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.29.
 - J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
 - K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student’s Behavior.
 - L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.
 - M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and
 - N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

~~O. — Unscheduled Student Removal From Class~~

~~— A public school is encouraged to adopt a school policy on parental notification for unscheduled student removal from class. The public school must consult with child abuse prevention experts to incorporate best practices into the school policy. A public school with a policy on parental notification must include the policy in the employee handbook and disseminate information to school staff regarding child abuse prevention in a school setting.~~

XII. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including

exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding that may result in suspension, exclusion, or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school-sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all schoolwork assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to

surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of the suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After the school administration notifies a student of the grounds for suspension, the school administration may, instead of imposing the suspension, do one or more of the following:
 - a. ~~_____~~ a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. Assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and

description of their testimony; state the date, time, and place of the hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person

who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion, or exclusion action taken to the appropriate public service agency when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given to the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes section 120B.232, subdivision. 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain and require parental involvement in the admission or readmission process and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide sympathomimetic medication for their child as a condition of readmission.

IV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless

the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Options Program (Minnesota Statutes, section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes, section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes, chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;

5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such a manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students, and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.60(Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)

Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Discipline Complaint Procedure

Students, parents and other guardians, and school staff (Complainant) may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied.

The discipline complaint process is initiated when a Complainant completes and submits a Discipline Complaint Form to the school district superintendent or the superintendent's designee.

A Discipline Complaint Form is available on the school district website and in administrative offices.

Investigation of the complaint will commence within three school days of receipt of the complaint. The superintendent will direct the investigation and will designate and identify the school district personnel who will manage the investigation and who are responsible for keeping and regulating access to any resulting record. The school district may use outside counsel as it sees fit.

Upon completion of the investigation, a Written Determination addressing each allegation and containing findings and conclusions will be issued to the Complainant in a manner consistent with the Minnesota Government Data Practices Act.

If the investigation finds the requirements of the Minnesota Pupil Fair Dismissal Act (Minnesota Statutes, sections 121A.40 to 121A.61), including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant school district staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future, the superintendent or the superintendent's designee will take necessary measures.

Reprisal or retaliation against any person who asserts, alleges, or reports a complaint is prohibited. The school district will take appropriate action consistent with Minnesota law and school district policies in the event that an individual or individuals are found to have engaged in reprisal or retaliation.

**Minneota Public Schools – ISD #414
Discipline Complaint Form**

Date of Complaint: _____

Name of Person Completing Form: _____

Email Address _____ Cell Phone _____

Student Name _____ Grade _____

Applicable Governing Discipline Documents

- Minnesota Pupil Fair Dismissal Act
- School District Student Discipline Policy

Describe your complaint(s) and/or allegation(s) regarding improper implementation of the Minnesota Pupil Fair Dismissal Act and/or the school district student discipline policy or how the procedures in these two documents are being discriminately applied.

Provide additional information you request the school district to consider:

Involved persons may submit additional information related to this complaint.

A Complainant may appeal the school district’s Written Decision by submitting a written notice of appeal to the superintendent or the superintendent’s designee within three (3) school days of the date that the Written Decision is provide to the Complainant. The notice shall set forth the grounds upon which the Complainant appeals the Written Decision.

Signature: _____ Date: _____

For Administrative Use (Notes):

Date Received: _____

Assignment of Investigator: _____

Date Investigation Complete: _____

Written Decision Sent to Complainant: _____

Corrective Action Required: _____

Corrective Action Taken: _____

Notice of Right to Appeal: _____

Matter Closed: _____

Data Practices Act Compliance Conducted: _____

NOTICE OF SUSPENSION

(Date)

(Name of Parent or Guardian)

(Address)

(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

_____, at _____ on _____
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after _____ [date].

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56



Minneota Public School District

Policy 526

Adopted: October 22, 1997

Revised: JulyMarch 20264

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of having against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may

include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for

school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, observes, or has

other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing in a timely and shall inform the building principal immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fails to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an alleged investigation of hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or

personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to

Students and Staff])



Minneota Public School District Policy 801

Adopted: 1995

Revised: ~~December~~March
20264

801 EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- C. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern the operation of school-sponsored activities.
 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. The assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.

- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226 (1990)
Good News Club v. Milford Central School, 533 U.S. 98 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

Minneota Public Schools – ISD #414
Application for Use of Facilities Form - Equal Access Act Meeting

Statement of Policy

It is school district policy to grant equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during noninstructional time, pursuant to the Equal Access Act.

Provision of school facilities does not constitute school district sponsorship of such meeting, and the views expressed therein may or may not reflect those of the school administration, staff, or board of education and are neither approved nor disapproved by them.

Name of student initiating request: _____

Organization (if applicable): _____

School: _____

Grade: _____

Home Room: _____

Date of Meeting: _____

Time: _____

Estimated number to attend: _____

Special Equipment needs: _____

(School District Use Only)

Room assigned: _____

Condition of Facilities: _____

Staff (if any) assigned to supervise: _____

Notes: _____



Minneota Public School District Policy 901

Adopted: June 2023

Revised: ~~November~~March 2026

901 COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.

- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)



Minneota Public School District Policy 904

Adopted: November 2024

Revised: March 2026

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

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

disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

~~D.~~ B.—“Materials” includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.

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

~~A.F.~~ C.—“Nonschool person” means any person who is not currently enrolled as a student in or employed by the school district.

~~B.G.~~ D.—“Obscene to minors” means:

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

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

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

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

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

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

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

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

IV. GUIDELINES

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

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

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person

submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

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

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, ~~108 S.Ct. 562, 98 L.Ed.2d 592~~ (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, ~~105 S.Ct. 3439, 87 L.Ed.2d 567~~ (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, ~~103 S.Ct. 948, 74 L.Ed.2d 794~~ (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, ~~132 S.Ct. 592~~ (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)



Minneota Public School District Policy 905

Adopted: June 2023

Revised: ~~November~~March 2026

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.

- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 702 (Accounting)



Minneota Public School District District Procedures

Adopted: August 2023

Updated: ~~October~~ March 2026

DISTRICT PROCEDURES: MOVIES AND FILMS

1. PURPOSE

The School Board believes that motion pictures, movie video clips, videos documentaries, and other audiovisual materials can be useful-effective instructional tools when used appropriately in the educational process. ~~At the same time, t~~The School Board also recognizes its obligation to ensure that such materials believes that the use of movies and videos should be limited, so that they are used legally, align with curriculum standards, respect community values, and do not unnecessarily replace direct instruction-and appropriately in achieving legitimate educational objectives while minimizing the loss of classroom instruction time. These procedures establish clear expectations for the educational, age-appropriate, and lawful use of movies and films in District programs.~~Therefore, it is the School District's purpose to have procedures that promotes the appropriate educational use of movies and videos in schools by maximizing classroom instructional time, encouraging parental participation in the education process, and fostering community values.~~

2. GENERAL STATEMENT OF PROCEDURES

Movies and video content may be used only to support approved curriculum and instructional objectives. They must not be used as filler OR entertainment. Instructional staff share responsibility with administrators to ensure compliance with copyright law, parental expectations, and District standards.~~It is District procedures to establish course curriculum and work in partnership with parents to promote an appropriate learning environment that reflects community values. Therefore, the following guidelines represent District procedures regarding how and when movies, movie clips and videos may be used as an instructional strategy to supplement approved course curriculum.~~

3. EDUCATIONAL RELEVANCE AND INSTRUCTIONAL USE

- 3.1. Audiovisual materials must have a clear, documented connection to lesson objectives.
 - 3.2. Clips are strongly preferred over full-length films.
 - 3.3. Full-length films may not be shown during the instructional day except with prior administrative approval.
 - 3.4. Movies assigned for viewing outside of class must still meet age-appropriateness and content guidelines.
 - 3.5. Movies may not replace direct instruction and must be integrated into teaching activities.
 - 3.6. Students who do not view a film for any reason must be provided with a comparable alternative without academic penalty.
- ~~3.1. Movies can provide educational value when used along with other curriculum and teaching materials.~~
~~3.2. Movies shown in the classroom must have a direct correlation to a lesson plan as a part of face to face instruction.~~
~~3.3. The showing of movie clips and videos must be limited to a specific educational purpose.~~
~~3.4. In order to minimize loss of instruction time, full length motion picture films may not be shown in class but may be assigned as homework or extra credit.~~
~~3.5. Educationally appropriate clips from motion pictures may be shown.~~

- ~~3.6. General selection criteria should include quality of the overall work, fair and accurate representation of the facts, the reputation and significance of the writer, director and/or performer, and critical acclaim of the work itself.~~
- ~~3.7. It is not appropriate to show movies solely for entertainment purposes in the auditorium or during lunch or recess. Doing so violates copyright law.~~
- ~~3.8. If parents do not want their student to view a movie, the student must be given an alternative activity and cannot be responsible for any assignments based on the content of the film.~~
- ~~3.9. Teachers should also be highly sensitive to the diverse cultures of their students. What may be acceptable in the homes of some students may not be acceptable in the homes of other students, and great sensitivity must be given to the choice of video materials used in the school.~~
- ~~3.10. Images are powerful communicators, and many parents are concerned about the content and effect of media materials used with their children.~~

4. AGE-APPROPRIATE CONTENT GUIDELINES

4.1. Elementary School:

- G-rated content only.
- PG-rated clips permitted with administrator approval and parental notification.

4.2. Middle School:

- G or PG-rated content only.
- PG-rated content requires instructional justification.

4.3. High School:

- G, PG, or PG-13 rated content permitted.
- R-rated content may not be shown in full. Limited clips may be used only when:
 - No suitable alternative exists;
 - The content is essential to curriculum objectives;
 - Administrative approval is obtained;
 - Parents are notified in advance.

4.5. ADMINISTRATOR'S AUTHORIZATION APPROVAL PROCESS

5.1. Any exception requires written approval from the building principal at least five (5) school days prior to use. Requests must include:

- Title and rating
- Instructional purpose and standards alignment
- Specific clips or duration
- Planned dates
- Parent notification method

5.2. Under the District's Public Performance Site License, movie showings may include non-student audiences such as families and community members, provided that the event takes place on school property, follows license advertising restrictions, and that prior approval is given by the building principal.

~~4.1. Exceptions may be made to allow the showing of a motion picture by seeking Administrator authorization:~~

~~4.2. At least five (5) days prior to the showing, the instructor/teacher shall submit to the principal, via email, the following information on the particular films:~~

- ~~4.2.1. Title and brief description~~
- ~~4.2.2. Purpose for showing the movie/video~~
- ~~4.2.3. Match with course objectives~~

- ~~4.2.4. Proposed date(s) of viewing~~
- ~~4.2.5. When and how parents will be notified, or if necessary, grant consent~~
- ~~4.2.6. Audience rating (G, PG, PG-13)~~

~~5. AGE APPROPRIATE MOVIES~~

- ~~5.1. Movie clips shown in class or movies assigned to be viewed outside of class must follow these guidelines:~~
- ~~5.2. Elementary Level: Only G and PG rated movies or movie clips may be shown at the elementary level.~~
- ~~5.3. Junior High Level/Middle School: Only G or PG rated movies or movie clips may be shown.~~
- ~~5.4. High School: Only G, PG, and PG-13 rated movies or clips may be shown. The Board discourages the showing or assigning of any R rated movies or movie clips in school. However, the Board also recognizes that some segments of certain R rated movies may have a valid educational purpose. Therefore, R rated movies are not to be shown or assigned in their entirety, and segments may be shown only if no other means of instruction can present the information.~~

6. COPYRIGHT COMPLIANCE

- 6.1. All District employees must comply with Title 17 of the U.S. Code.
- 6.2. Movies may be shown without a public performance license only when all of the following are met:
 - The showing occurs during face-to-face instruction;
 - A teacher is present;
 - The content directly supports curriculum;
 - Only enrolled students are present;
 - A legally obtained copy is used.
- 6.3. Movies may not be shown for entertainment, assemblies, or non-curricular purposes without a public performance license.
- 6.4. Movies shown under the public performance license must use legally obtained physical media (DVD or Blu-ray). Streaming from personal or commercial streaming platforms is not permitted in order to avoid conflicts with streaming service terms of use.
- 6.5. Movies shown for rewards, celebrations, assemblies, family events, or similar purposes are considered non-instructional and do not fall under instructional exemptions. These showings need to meet the requirements of the District's public performance license.
- ~~6.1. federal copyright laws, as well as publisher licensing agreements. A rented or privately owned movie or video may only be shown in the classroom provided "fair use" exceptions are satisfied:~~
 - ~~6.1.1. The movie or video is shown in the course of face to face teaching activities where a teacher or instructor is present;~~
 - ~~6.1.2. The showing of the movie or video is directly related and of material assistance to the curriculum and lesson objectives and is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.);~~
 - ~~6.1.3. The showing takes place in a classroom setting with only the enrolled students attending;~~
 - ~~6.1.4. The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.~~
 - ~~6.1.5. If the film is a part of direct classroom and curriculum instruction, even entertainment type films can be shown without a license or permission under 17 U.S.C. § 110(1). An example of this would be showing Saving Private Ryan in American History class or Romeo and Juliet in English class.~~
 - ~~6.1.6. If the school or teacher shows these same films for entertainment or reward, a license or~~

~~permission is required. Examples of this are class parties, club activities. It is better to find alternative ways to reward or entertain students during these occasional events.~~

7. PARENT COMMUNICATION AND OPT-OUT

7.1. Parents will be informed in advance when non-G-rated content is used.

7.2. Parents may request an alternative assignment without penalty.

8. ENFORCEMENT

8.1. Failure to comply may result in corrective action consistent with District policy and employee contracts.

7.9. REFERENCES AND RESOURCES

- U.S. Copyright Act, 17 U.S.C. § 110
- Minnesota Department of Education guidance
- The Copyright Act of 1976, Public Law No. 94-553, 90 stat 2541: Title 17; Section 110(i)

NEW

BUSINESS

Achievement and Integration Plan
July 1, 2026 to June 30, 2029

District ISD# and Name: ISD 414 - Minneota Public Schools

District Integration Status: Adjoining District (A)

Superintendent: Scott Monson

Phone: 507-872-6532

Email: scott.monson@minneotaschools.org

Plan submitted by: Scott Monson

Title: Superintendent

Phone: 507-872-6532

Email: scott.monson@minneotaschools.org

Partnering Districts

Racially isolated districts must partner with adjoining districts on student integration strategies (Minn. R. 3535.0170). List the districts you will partner with, adding additional lines as needed.

1. Yellow Medicine East RI - Racially Isolated
2. Renville County West RI - Racially Isolated
3. Dawson-Boyd A - Adjoining
4. Canby V - Voluntary
5. Lakeview V - Voluntary
6. Ivanhoe V - Voluntary

Provide the name of your integration collaborative if you have one: Yellow Medicine Integration Collaborative.

School Board Approval

- We certify that we have approved this Achievement and Integration plan (Minn. Stat. § 124D.861, subd. 4).
- We certify that we sought and received input on integration goals and strategies from councils as described on page 1 below.

Superintendent: Scott Monson

Signature: Scott J. Monson

Date Signed: 3-11-26

School Board Chair: Abby Thostenson

Signature: Abby Thostenson

Date Signed: 3-11-26

Plan Input

Minnesota School Desegregation/Integration Rule, part 3535.0170, subpart 2, requires racially isolated and adjoining districts to establish a Multidistrict Collaboration Council (MDCC) to provide input on integration goals and to identify cross-district strategies to improve student integration.

Below, list your council members and identify American Indian parent committee members. Briefly describe council members' recommendations for your district-wide plan and for your racially identifiable school plans, as applicable. You may also include meeting dates and describe the process you used to ensure meaningful input from council members.

Multidistrict Collaboration Council: Yellow Medicine Integration Collaborative

- Canby, Superintendent – Ryan Nielsen
- Canby, MS/HS Principal – Robert Slaba
- Dawson-Boyd, Superintendent – Holly Ward
- Dawson-Boyd, MS/HS Principal – Ryan Stotesbery
- Dawson-Boyd, Elementary Principal – Amy Hiedeman
- Ivanhoe, Elementary Principal – Walker Hennen
- Lakeview, Superintendent – Chris Fenske
- Minneota, Superintendent – Scott Monson
- Minneota, Elementary Principal – Nicolle Johnston
- Minneota, MS/HS Principal – Lindsey Larson
- Renville County West, Superintendent – Brad Johnson
- Yellow Medicine East, Success Coach/Integration Coordinator – Leah Schueler
- Yellow Medicine East, Superintendent – Rich Schneider
- Yellow Medicine East, Elementary Principal – Lisa Hansen
- Yellow Medicine East, MS/HS Principal – Stacy Hinz

The YMIC Council convenes twice annually—typically in August or September and again in January or February. The council structure ensures that each member district has a voice in shaping the events and activities included in the Yellow Medicine Integration Collaborative (YMIC) Achievement and Integration Plan.

Integration activities are designed to expand students' awareness of educational and career opportunities and to help them better understand the pathways available for postsecondary education and career readiness. These experiences are intended to support students in developing the knowledge, exposure, and preparation necessary for success beyond high school.

The YMIC Council provides direction to the YMIC Integration Coordinator, who works collaboratively with staff and administrators from member districts to plan and implement activities. These events are designed to be developmentally appropriate, responsive to student needs, and aligned with the goals of the collaborative.

Through this coordinated planning structure, the collaborative ensures that integration activities are thoughtfully designed, effectively implemented, and responsive to the priorities of participating districts. This governance structure ensures collaborative decision-making, coordinated programming across districts, and efficient use of shared integration resources.

Submitting this Plan

Submit your completed plan as a Word document to MDE for review and approval (Minn. Stat. § 124D.861, subd. 4). Once it is signed, scan the signature page and save it as a separate PDF. Email your plan and signature page to MDE.integration@state.mn.us.

Achievement and Integration Goal One

Goal #1: The percentage of students completing grade 11 earning credits in two or more CTE or college level courses will be 95% or higher by the end of the 2028-2029 school year.

Goal type: Integration

Strategies

Strategy #1: Minneota Public Schools will plan and hold an annual registration orientation for all 7th-12th grade students.

Type of Strategy: Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC.

Type of Strategy: Family engagement initiatives to increase student achievement.

Narrative description of this strategy. We will conduct an annual registration orientation for students in grades 7–12 and their families. During these sessions, the school counselor and other school staff will review graduation requirements, college entrance expectations, and available CTE and college-level course opportunities. Staff will guide students and families through course selection and discuss how course choices connect to career pathways and postsecondary plans. This process helps students and families make informed decisions about course registration and ensures students understand how participation in rigorous coursework supports both graduation and postsecondary success. Family engagement opportunities will also be provided to help parents and guardians better support their child’s academic planning and long-term educational goals.

Location of Services: District

Strategy #2: Minneota Public Schools will plan and hold individual meetings with all families with a child/student who has a 3.0 GPA [*or higher*], making that student eligible to register for and take CTE and college-level courses.

Type of Strategy: Family engagement initiatives to increase student achievement.

Narrative description of this strategy. School staff will meet individually with students and their families when the student meets eligibility requirements (e.g., GPA or other criteria) to enroll in CTE or college-level courses. These meetings will provide information about available course options, graduation requirements, and postsecondary pathways. Through these meetings, families will gain a clearer understanding of how rigorous coursework can support students’ academic and career goals. The meetings will also help ensure that eligible students are encouraged and supported in registering for appropriate advanced coursework.

Location of Services: District

Strategy #3: Career and college planning and exploration

Type of Strategy: Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC and Integration.

Narrative description of this strategy. We will provide students with multiple opportunities to explore careers and postsecondary pathways through activities such as ACT and PSAT testing, Accuplacer testing, ASVAB testing, career interest assessments, MCIS resources, and YMIC career and college events. These activities help students better understand their interests, strengths, and potential career paths. Students will also learn about admission requirements, training pathways, and financial considerations related to postsecondary education. The district will continue exploring opportunities to collaborate with YMIC partner districts and Minnesota West Community and Technical College to expand access to hybrid vocational courses in career and technical education areas.

Location of services: District and area colleges, universities, and trade schools

Strategy #4: Career and college planning and exploration into district integration opportunities

Type of Strategy: Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC and Integration.

Narrative description of this strategy. The YMIC Integration Coordinator works collaboratively with school counselors and partner districts to organize regional events that promote career awareness, college readiness, and cultural understanding. Activities may include regional college visits, career expos, business and industry tours, financial aid seminars, employer panels, and collaborative student events across YMIC districts. These experiences provide students with opportunities to explore career pathways, learn about postsecondary education options, and develop leadership and cultural competency skills. Examples of past activities include the SMSU 4th Grade College Experience, Minnesota West 9th Grade Career Academy, YMIC Art Day, and the 7th Grade *Diary of Anne Frank* presentation.

Location of services: District and area colleges, universities, and trade schools

Strategy #5: CTE/College Pathway Event for students and families

Type of Strategy: Career/college readiness and rigorous coursework for underserved students, including students enrolled in ALC and Integration.

Narrative description of this strategy. We will host a CTE and College Pathway event for students and families, with a primary focus on 8th grade students prior to course registration. Additional grade levels may also be invited. The event will highlight available CTE and college-level course pathways, graduation requirements, and postsecondary opportunities. Local success stories, including those of underrepresented students, will be shared to demonstrate potential career and educational pathways. The event will provide students and families with accessible information to support course planning and encourage participation in rigorous coursework that prepares students for success after graduation.

Location of services: District

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2027	Target 2028	Target 2029
<i>Strategy #1: Percentage of parents/guardians attending the annual registration orientation for 7th through 12th grade students.</i>	40%	45%	50%
<i>Strategy #1: Percentage of students in grades 8-11 with a documented four-year academic and career plan.</i>	60%	70%	80%
<i>Strategy #2: Percentage of parents/guardians Participating in individual academic planning meetings for students eligible for CTE or college level coursework [GPA of 3.0 or higher].</i>	40%	45%	50%
<i>Strategy #3: Percentage of students completing grade 11 who have earned credits in two or more CTE or college-level courses.</i>	Baseline established in 25-26	95%	95%
<i>Strategy #4: Percentage of eligible students participating in cross-district [YMIC] career and college exploration events.</i>	75%	80%	85%
<i>Strategy #5: Percentage of parents/guardians attending the district CTE and College Pathway Event.</i>	40%	45%	50%

Achievement and Integration Goal Two

Goal #2: The percentage of Minneota Public Schools students in grades 7–12 who have access to effective teachers trained in Phase 2 READ Act training in English-Language Arts will increase from 0% in 2025–2026 to 100% by July 1, 2027, and will be maintained at 100% in subsequent years.

Goal type: Teacher Equity

Strategies

Strategy #1: Identification of Staff Requiring Phase 2 READ Act Training

Type of Strategy: Professional development opportunities focused on academic achievement of all students.

Narrative description of this strategy: We will identify all licensed staff who are required to complete Phase 2 READ Act training and establish a training completion roster. This will primarily include English Language Arts teachers serving grades 7–12. The district will also encourage participation from social studies teachers to strengthen literacy instruction across content areas. The roster will be reviewed annually to ensure newly hired staff are identified and enrolled in training as needed.

Location of services: District

Strategy #2: Training Support and Progress Monitoring

Type of Strategy: Professional development opportunities focused on academic achievement of all students.

Narrative description of this strategy. We will provide structured support to ensure identified staff complete Phase 2 READ Act training. The district will offer dedicated professional development time, financial support for training time, and a cohort model that allows participating educators to complete training together. District leadership will monitor progress regularly and provide updates to ensure completion targets are met.

Location of services: District

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2027	Target 2028	Target 2029
<i>Strategy #1: Percentage of identified ELA teachers who have completed phase two READ Act training.</i>	100%	100%	100%
<i>Strategy #1: Percentage of identified social studies teachers who have completed phase 2 READ Act training.</i>	100%	100%	100%
<i>Strategy #1 and #2: Percentage of grade 7 through 12 students who have access to teachers trained in phase 2 READ Act training.</i>	100%	100%	100%
<i>Strategy #1 and #2: Completion and annual review of a staff training roster identifying required phase two read act participants.</i>	Completed by August 1, 2026	Updated annually	Updated annually
<i>Strategy #1 and #2: Percentage of trained teachers participating in literacy focused PLC discussions related to READ Act practices.</i>	60%	65%	70%

Achievement and Integration Goal Three

Goal #3: By spring 2029, the achievement gap between white and non-white students will decrease from 20.1% to 17.1% or less on the Minnesota Comprehensive Assessments (MCA) in Reading.

Student Group	Exceeds	Meets	Partially Meets	Does Not Meet	# of Students	% Proficient	Achievement Gap
Non-White (All - White)	5	10	5	11	31	48.4%	20.1%
White	37	141	44	38	260	68.5%	

Goal type: Achievement Disparity

Strategies

Strategy #1: LETRS Training

Type of Strategy: Professional development opportunities focused on academic achievement of all students.

Narrative description of this strategy. We will continue providing READ Act Phase 1 and Phase 2 LETRS training for instructional staff. Teachers will apply the knowledge and instructional practices from this training to strengthen literacy instruction, particularly in foundational reading skills in the elementary grades. Following the training, staff will collaborate on curriculum mapping to ensure vertically aligned literacy instruction and consistent expectations for skill development across grade levels.

Location of services: District

Strategy #2: Root Cause Analysis

Type of Strategy: Professional development opportunities focused on academic achievement of all students.

Narrative description of this strategy. We will conduct structured data reviews to identify potential root causes of the reading proficiency gap between white and non-white students. Data sources will include attendance records, Tier 2 and Tier 3 intervention participation, FastBridge and Northwest Evaluation Association (NWEA) growth data, CAPTI assessments, and MCA results. Based on this analysis, the district will identify patterns in student learning needs and adjust instructional strategies and interventions accordingly.

Location of services: District

Strategy #3: Effective Interventions

Type of Strategy: Professional development opportunities focused on academic achievement of all students.

Narrative description of this strategy. Following the root cause analysis process, we will provide targeted academic interventions designed to address specific literacy skill gaps. Interventions may focus on foundational reading skills, vocabulary development, language comprehension, or other identified areas of need. Staff will use assessment data to monitor student progress and adjust interventions to ensure students receive appropriate support.

Location of services: District

Strategy #4: Curriculum Alignment and Data-Informed Instruction

Type of Strategy: Professional development opportunities focused on academic achievement of all students.

Narrative description of this strategy: We will implement a structured curriculum review and professional learning process to strengthen literacy instruction across grade levels. Teachers will collaborate through grade-level and department Professional Learning Communities (PLCs) to analyze student literacy data, including FastBridge, classroom assessments, and other district benchmarks. Using this data, PLC teams will identify areas where students are experiencing difficulty in foundational reading skills, vocabulary development, and language comprehension. Teachers will use these insights to adjust instructional practices, refine curriculum alignment, and implement targeted instructional strategies designed to support student learning. In addition, staff will review and align curriculum to Minnesota academic standards to ensure consistent expectations for literacy instruction across grade levels. This process will support equitable access to rigorous instruction and help address achievement gaps between student groups. School leadership will monitor implementation through PLC documentation, instructional observations, and regular review of student assessment data.

Location of services: District

Key Indicators of Progress (KIP)

List key indicators of progress for this strategy and annual targets for each indicator. Choose indicators that will help you know if the strategy is creating the outcomes you want to see.	Target 2027	Target 2028	Target 2029
<i>Strategy #1: Percentage of staff completing phase one and Phase 2 letters training.</i>	100%	Maintain 100%	Maintain 100%
<i>Strategy #2: Percentage of identified students receiving targeted interventions aligned to root cause analysis findings.</i>	70%	75%	80%
<i>Strategy #3: Percentage of students participating in interventions demonstrating measurable growth on FastBridge or other district benchmark assessments.</i>	65%	70%	75%
<i>Strategy #4: Percentage of students meeting grade level benchmark expectations in English Language Arts on FastBridge or other district assessments.</i>	+2% from baseline	+2% from prior year	+2% from prior year
<i>Strategies #1-#4: Reduction in the proficiency gap between white and non-white students on the MCA reading assessment.</i>	1% reduction	1% reduction	1% reduction
<i>Strategy #4: Percentage of grade level or department PLC teams regularly analyzing student literacy data to guide instructional and intervention decisions.</i>	50% of PLC teams	60% of PLC teams	70% of PLC teams

Creating Efficiencies and Eliminating Duplicative Programs

This plan is designed to support innovative approaches that address achievement and integration disparities while maintaining alignment with existing district systems and priorities. Although current strategies are effective for many students, disparities remain. This plan provides an opportunity to expand, refine, or pilot new approaches that better meet the needs of all students while remaining aligned with existing programming and district structures.

A key goal of the plan is to improve outcomes without creating unnecessary duplication of programs or services. New initiatives will be intentionally aligned with existing district work to ensure coherence and efficiency. Maintaining this alignment is also important to avoid “initiative fatigue” among staff, which could hinder effective implementation. As outlined in the strategy narratives, the district will explore new approaches within established structures and continuously evaluate their effectiveness. This ongoing review will inform future decisions regarding long-term programming and resource allocation to support continued progress toward equitable outcomes for all students.

The plan also supports intentional planning, programming, and activities designed to address the needs of students who have historically been underrepresented. These efforts align with the district’s Comprehensive Achievement and Civic Readiness (CACR) work and respond to identified needs across the district.

Through the Yellow Medicine Integration Collaborative (YMIC), participating districts will continue to build upon successful integration practices and develop new programming opportunities that promote career and college readiness. The YMIC facilitates collaboration among member districts to share strategies, resources, and opportunities that expand access for students across the region. The Integration Coordinator will continue to organize collaborative activities and events for member districts. The frequency and scope of these activities will be determined through input from school counselors, administrators, and the YMIC Collaborative Council.

The collaborative structure creates efficiencies by allowing districts to pool resources, share expertise, and coordinate programming rather than operating separate initiatives independently. This regional approach supports greater consistency and expanded opportunities for students across participating districts.

Additional efforts will continue in the areas of Career and Technical Education (CTE) and STEM programming. The district will maintain partnerships with organizations such as the Private Industry Council, Minnesota West Community and Technical College, the National Guard, the Minnesota Department of Employment and Economic Development (DEED), and Southwest Minnesota State University to expand student access to career exploration and postsecondary pathways.

Member districts of the YMIC collaborative share responsibility for the operational costs of the interdistrict integration and achievement collaborative. Each member district receives its full allocation of integration and achievement funding and remits payment to the collaborative’s fiscal host, Yellow Medicine East, to cover shared expenses, including a prorated portion of the Integration Coordinator position. Collaborative expenses are allocated based on student enrollment ratios among member districts.

Superintendents from the participating districts—Canby, Dawson-Boyd, Ivanhoe, Lakeview, Minneota, Renville County West, and Yellow Medicine East—meet periodically throughout the year in Granite Falls (Yellow Medicine East) to coordinate collaborative efforts, review progress, and ensure alignment with regional goals.



Achievement and Integration Revenue FY 2027 Budget Worksheet

Use this workbook to list proposed expenditures of FY 2027 Achievement Integration (A&I) revenue. All expenditures must support strategies in your district's MDE-approved A&I plan. Each worksheet has a column where you will explain how each line item is intended to fund a strategy. **Please use the instructions in the prior tab of this workbook.** For details on budget requirements, see the A&I Budget Guide on the A&I webpage.

District Name: Minneota Public Schools
District ISD Number: 0414-01
Superintendent: Mr. Scott Monson
Partnering Districts: Canby, Dawson-Boyd, Ivanhoe, Lakeview, Renville County West, Yellow Medicine East

Fiscal and program staff should work together to complete this budget. Please list those staff members below. Both will be contacted if changes or more detail is needed for the budget to be approved.

<p>Program Staff: <u>Scott Monson</u> Phone: <u>507-872-6532</u> E-mail: <u>scott.monson@minneotaschools.org</u></p>	<p>Fiscal Staff: <u>Tara Skorczewski</u> Phone: <u>507-872-6532</u> Email: <u>tara.skorczewski@minneotaschools.org</u></p>
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If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

Find the amount of Achievement and Integration (A&I) revenue your district may be eligible to receive in FY 2027 and enter it below. See lines 12 and 13 in your district's Integration Revenue Reports listed online in the Minnesota Funding Reports. These are estimates based on enrollment projections and A&I funding formulas. These estimates will be adjusted to reflect actual FY27 enrollment. Directions for finding Integration Revenue reports online are posted to the A&I website.

Total Initial Revenue (FIN 313)	\$ 33,582.83
Total Incentive Revenue (FIN 318)	\$ 5,202.00
TOTAL A&I REVENUE	\$ 38,784.83

CERTIFICATION STATEMENT

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2027 Achievement & Integration budget as approved by the school board.

Board Approval Date _____	11-Mar-26
School Board Chair <u>Abby Thostenson</u>	Date <u>3/11/2026</u>
Superintendent <u>Scott Monson</u>	Date <u>3/11/2026</u>

This certification statement is not required in legislation or by the Minnesota Department of Education.

FOR MDE USE ONLY

Approved Initial Revenue: _____	Approved Incentive Revenue: _____
MDE Approval: _____	Date: _____

District Number: 0414-01		District Name: Minnesota Public Schools			
Proposed Budget			Actual Expenditures		
		Proposed Budget Ratios			Actual Budget Ratios
Direct Services to Students must equal at least 80% of total revenue	\$28,006.55	72.21%	DSS At least 80% of total expenditures	\$0.00	#DIV/0!
Professional Development may equal no more than 20% of total revenue	\$6,900.00	17.79%	Professional Development No more than 20% of total expenditures	\$0.00	#DIV/0!
Administrative/Indirect may equal no more than 10% of total revenue	\$3,878.28	10.00%	Admin/Indirect No more than 10% of total expenditures	\$0.00	#DIV/0!
Total Proposed Revenue:	\$38,784.83		Total Revenue Expended:	\$0.00	
Total Amount Proposed FIN 313	\$33,582.83		Improvement Planning Expenditures	0%	#DIV/0!
Total Amount Proposed FIN 318	\$5,202.00		Districts must use up to 20% of integration revenue to implement an improvement plan (Minn. Stat. 124D.862 subd. 8 (c) 2).		

Amending Line Items To amend line items in this budget after it's been approved by MDE, strike the approved dollar amt and related budget narrative. Insert a row below the line you want to change (make sure the new row is above the total revenue line). Add a new dollar amt and narrative to the row you just added. Then highlight both lines with the color highlight function. Explain the change in the comments box at the bottom of the tab.

UFARS Corrections You do not need to submit an amended budget to MDE in order correct UFARS codes. Instead, make UFARS corrections when you submit your Actual Expenditure report. Add a note to explain the correction. See the A&I Gudget Guide for more details on when to amend your MDE-approved budget.

Comments:

Direct Student Service Costs

 District Number: **0414-01**

 District Name: **Minneota Public Schools**
80% Direct Services to Students

 List proposed **FIN 313** expenditures for Direct Student Services below. **At least 80% of a district's proposed expenditures must be used for strategies in a district's MDE-approved A&I plan that provide direct services to students.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amt	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ			Goal #	Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY27 expenditures by 12/1/27.		
Title Teacher Salary	300	790	313	140	\$7,905.76		and interventions	3 #2 - Root Cause Analysis & #2 - Root Cause Analysis & #3 Effective Interventions
Title Teacher Benefits	100	790	313	210	\$583.47		Title Teacher will be diving into analysis of data and interventions	3 #2 - Root Cause Analysis & #3 Effective Interventions
Title Teacher Benefits	100	790	313	218	\$748.21		Title Teacher will be diving into analysis of data and interventions	3 #2 - Root Cause Analysis & #3 Effective Interventions
School Counselor	300	790	313	140	\$12,483.00		School Counselor will meet with all families for college planning, registering for classes, planning career and college field trips	1 #1, #2, #3, #4, #5
School Counselor Benefits	300	790	313	210	\$878.00		School Counselor will meet with all families for college planning, registering for classes, planning career and college field trips	1 #1, #2, #3, #4, #5
School Counselor Benefits	300	790	313	218	\$1,126.11		School Counselor will meet with all families for college planning, registering for classes, planning career and college field trips	1 #1, #2, #3, #4, #5
			313					
			313					
			313					
			313					
			313					
			313					
			313					
			313					
FIN 313 TOTAL					\$23,724.55			\$0.00

 Insert lines **above** the **FIN 313 TOTAL** line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:

District Number: 0414-01

District Name: Minneota Public Schools

80% Direct Services to Students

List proposed **FIN 318** expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies included in the district's MDE-approved A&I plan which provide direct services to students. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?		
	ORG	PROG	FIN	OBJ			Budget Narrative	Goal #	Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit form with actual FY27 expenditures by 12/1/27.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement the strategy. <i>Do not copy the strategy description from your plan.</i>		
Art Day at YMIC	300	790	318	401	\$1,200.00		Art Day Supplies for art day projects	1	#3 Career and college
High School Field Trips - Career Fairs	300	790	318	305	\$3,082.00		Career fairs and job fair field trips	1	#3 Career and college planning and exploration
			318						
			318						
			318						
			318						
FIN 318 TOTAL					\$4,282.00	\$0.00			

Insert lines **above** the **FIN 318 TOTAL** line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



FY 2027 Achievement and Integration Budget

Professional Development Costs

District Number: 0414-01 n/a District Name: Minneota Public Schools

20% Professional Development

List all proposed FIN 313 expenditures for professional development below. No more than 20% of this budget's total revenue may be proposed or used for these costs. All training funded through this budget must directly support strategies in a district's MDE-approved A&I plan. Read the A&I Budget Guide on the MDE website for details.

UFARS Title Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	UFARS Code Required				Budgeted Amount List the total amount budgeted for this line item.	Actual Amount Resubmit form with actual FY27 expenditures by 12/1/27.	Budget Narrative - Which strategy in your A&I plan does each line item support and		
	ORG	PROG	FIN	OBJ			Goal #	Strategy # and Name	
LETRS Training	100	203	313	366	\$6,500.00		Teachers completing the LETRS training	2, 3	#1 LETRS Training
			313						
			313						
			313						
			313						
			313						
			313						
FIN 313 TOTAL					\$6,500.00	\$0.00			

Add lines above the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:



FY 2027 Achievement and Integration Budget

Professional Development Costs to Reduce Enrollment Disparities

District Number: 0414-01

District Name: Minneota Public Schools

20% Professional Development

List proposed **FIN 318** expenditures for professional development below. No more than 20% of this budget's total revenue may be proposed or used for these costs. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for more details.

UFARS Title	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative - Which strategy in your A&I plan does each line item support and		
	ORG	PROG	FIN	OBJ					
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit form with actual FY27 expenditures by 12/1/27.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	Goal #	Strategy # and Name
Counselor attending YMIC Meetings	300	790	318	360	\$400.00				
			318						
			318						
			318						
			318						
FIN 318 TOTAL					\$400.00	\$0.00			

Add lines **above** the **FIN 318 TOTAL** line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:



FY 2027 Achievement and Integration Budget

Administrative/Indirect Costs

District Number: 0414-01

District Name: Minneota Public Schools

10% Admin/Indirect Costs

List proposed Administrative/Indirect FIN 313 expenditures below. No more than 10% of this budget's total revenue may be proposed or used for administrative or indirect costs. Read the A&I Budget

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and		
	ORG	PROG	FIN	OBJ					
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit form with actual FY27 expenditures by 12/1/27.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. Do not copy the strategy description from your plan.	Goal #	Strategy # and Name
Administration Services	005	790	313	305	\$3,358.28				
			313						
			313						
			313						
			313						
FIN 313 Total					\$3,358.28	\$0.00			

Add lines above the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Admin/Indirect section of the Improvement Planning tab.

Comments:

FY 2027 Achievement and Integration Budget
Administrative/Indirect Costs to Reduce Enrollment Disparities
District Number: 0414-01

District Name: Minneota Public Schools

10% Admin/Indirect Costs

 List proposed **FIN 318** Administrative/Indirect expenditures below. **No more than 10% of this budget's total revenue may be proposed or used for administrative or indirect costs.**
Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts. Read the A&I Budget Guide on the

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and	Goal#	Strategy # and Name
	ORG	PROG	FIN	OBJ					
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit form with actual FY27 expenditures by 12/1/27.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>		
Administration Cost	005	790	318	305	\$520.00				
			318						
			318						
			318						
			318						
FIN 318 Total					\$520.00	\$0.00			

 Add lines **above** the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Admin/Indirect section of the Improvement Planning tab.

Comments:

Preschool Delinquent Tuition Information | March 2026

Program	FY26 Tuition	Reduced Tuition	Total Paid	Total Due	FY25 Unpaid
	\$ 401.00	Yes	\$ -	\$ 401.00	\$ -
	\$ 452.00	Yes	\$ -	\$ 452.00	\$ -
	\$ 2,047.00	No	\$ -	\$ 2,047.00	\$ 211.00
	\$ 675.00	Yes	\$ 75.00	\$ 600.00	\$ 1,264.00
	\$ 2,047.00	No	\$ -	\$ 2,047.00	\$ -
Totals	\$ 5,622.00		\$ 75.00	\$ 5,547.00	\$ 1,475.00
				\$ 7,022.00	

NEW BUSINESS

DELINQUENT PRESCHOOL TUITION

- 1) Clearly communicated expectations
- 2) Enrollment agreement
- 3) Early and consistent intervention
- 4) Multiple communications modes
- 5) Due dates and late payment thresholds
- 6) **Consequences for non-payment**
- 7) Availability of payment plans and financial assistance
- 8) Statement that tuition obligations remain even if a student withdraws mid-year





Minneota Public School District Policy 405

Adopted: March 2010

Revised: March 2026~~5~~

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran preference points will be applied pursuant to applicable law as follows:
 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran’s preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran’s preference.
- F. The school district’s policy is to use a 100-point hiring system to enable allocation of veteran preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district ~~rejects~~ does not select a member of the finalist pool who has claimed veteran’s preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district’s personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran’s Preference)
 Minn. Stat. § 197.455 (Veteran’s Preference Applied) Minn.
 Stat. § 197.46 *et seq.* (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)



Minneota Public School District Policy 410

Adopted: April 2005

Revised: AugustMarch 2026

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Covered active duty” means:

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

B. “Covered servicemember” means:

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

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)- covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations.

While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.

- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:

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

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

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

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

J. "Veteran" has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

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

- b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
- 6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
- 7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable

based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active-duty orders or other documentation issued by the military indicating active duty or a call to active-duty status and the dates of active-duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

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

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

~~B. Twelve-week Leave under State Law~~

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

C.B. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For

purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

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

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

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

VI. OTHER

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

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S, Department of Labor summarizing the major provisions of the Family and Medical leave Act and informing employees how to file a complaint shall

be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.

B. This policy will be reviewed at least annually for compliance with state and federal law.

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

Cross References: None



Minneota Public School District Policy 418

Adopted: September 2018

Revised: July 2025

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school, or in any other school location, is prohibited as a general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.

- B. “Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogs and look-alike drugs.
- C. “Edible cannabinoid product” means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. “Nonintoxicating cannabinoid” means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole-plant extracts and resins, and is delivered in the form of (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with the use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method, excluding smoking, approved by the Commissioner of the Minnesota Department of Health (“Commissioner”).
- F. “Possess” means to have on one’s person, in one’s effects, or an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school- sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. “Sell” means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. “Toxic substances” include (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- J. “Use” includes to sell, buy, manufacture, distribute, dispense, be under the influence of or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, Subd. 1a and is pursuant to the procedure established under Paragraph V.G below. ~~(experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).~~
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least 14 days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substances and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or

her supervisor. The employee may be required to provide a copy of the prescription.

- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to drug and alcohol testing at the discretion of the school administration.
- E. Members of the public are not permitted to possess controlled substances, nonintoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, Subd. 1a shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge, as deemed appropriate by the school board.

3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge, shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Resources:

To support the requirements for school districts and charter schools outlined in [Minnesota Statute 2024, section 120B.215, subdivision 2](#), and in accordance with subdivision 1, MDE, in collaboration with MDH, the Minnesota Department of Human Services (DHS), and education experts, has created a

[List of Model Cannabis Education Programs for School District and Charter School Consideration.](#)

Schools may choose to implement one of the listed programs or they may implement their own program(s) identified through a local curriculum adoption process by the 2026-27 school year. While it is not required for a school district or charter school to use one of the programs in the list, the list and rubric provided may be useful to school districts and charter schools in their own decision-making process.

Please visit [MDE's Health Education webpage](#) for more information.



Minneota Public School District Policy 427

Adopted: August 2017

Revised: ~~December~~March 2024

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Direct Services

“Direct services” means special education services provided by a ~~special education~~ teacher or a related service professional when the services are related to instruction, including cooperative teaching.

B. Indirect Services

“Indirect services” means special education services ~~provided by a special education teacher or a related service professional~~ which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe. Indirect services may be provided by a teacher or related services professional to another regular education, special education teacher, related services professional, paraprofessional, support staff, parents, and public and nonpublic agencies to the extent that the services are written in the pupil's IEP and IFSP.

C. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all

due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)



Minneota Public School District

Policy 515

Adopted: March 22, 2001

Revised: ~~July~~March 2026

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code Section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet or other electronic information and telecommunication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

1. “Directory information,” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes to the student’s name, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

1. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
2. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
3. personally identifiable data which references religion, race, color, social position, or nationality; or
4. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

2. Under Minnesota law, a school district may not designate a student’s home address, telephone number, email address, or other personal contact information as “directory information.”

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
 - a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a substitute teacher; and
 - (4) destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.
 - d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:

- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
 - f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

J. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

“Responsible authority” means a Principal or the Superintendent.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

C. Disabled Students

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;

- c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and

- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917 and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;

14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of health authorities to the extent information is necessary to administer immunization programs protect the health or safety of the student or other individuals (34 Code of Federal Regulations, part 99.36) and for bona fide epidemiologic investigations which the Commissioner of the Minnesota Department of Health~~commissioner of health~~ determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for

information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff,

or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; ~~or~~
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the ~~Commissioner of the Minnesota Department of Health~~ ~~commissioner of health~~ determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted; ~~or-~~
4. to appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32.
3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.

4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible

student's prior written consent, except as provided in Section VI. of this policy.

4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non- directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority denies such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, section 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this ~~Paragraph~~section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic

data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
3. copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only), or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the Building Principal, in writing by October 15 each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;
5. Parent's legal relationship to student, if applicable;

6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student’s refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district’s release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this [ArticleSection](#) may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this [ArticleSection](#) does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of [ArticleSection](#) VI. of this policy; and

b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this ~~Article~~section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code, section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in sections 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this ~~Article~~section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this ~~Article~~section shall also include:
 - a. the names of the additional parties to which the receiving party may

- disclose the information on behalf of the school district;
- b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
- a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
- a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this ~~Article~~section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under ~~Paragraph Subdivision~~ A. of this ~~Article~~section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this [Article section](#).

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this [Article section](#).

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not

inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under ~~Paragraph Subdivision~~ B. of this ~~Article section~~ shall:

a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and

b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this ~~Article section~~ and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data

practices problems.

- B. Data practices compliance official means Scott Monson, Superintendent of Schools.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this ~~Article~~section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the Superintendent's Office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)

Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

Resources [U.S. Department of Education: \(accessed 012926\)](#)

[U.S. Department of Education: Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy \(accessed 012926\)](#)

[U.S. Department of Education: School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\) | Protecting Student Privacy \(accessed 012926\)](#)

[U.S. Department of Education: Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy \(accessed 012926\)](#)

[U.S. Department of Education: FERPA/IDEA Crosswalk | Protecting Student Privacy \(accessed 012926\)](#)

[U.S. Department of Education: What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy \(accessed 012926\)](#)

[Minnesota Department of Health: The Family Educational Rights and Privacy Act \(FERPA\) and Immunization Data \(including Possible School Consent Language for Sharing Immunization Data with Registries\) \(accessed 012926\)](#)

Additional Resources

U.S. Department of Education

[FAQs on Photos and Videos under FERPA | Protecting Student Privacy \(012325\)](#)
<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>

[Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy \(012325\)](#)
<https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students>

[School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\) | Protecting Student Privacy \(012325\)](#)

[Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy \(102325\)](#)

[FERPA/IDEA Crosswalk | Protecting Student Privacy \(012325\)](#)

[What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy \(012325\)](#)

PUBLIC NOTICE

Independent School District No. 414 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
 - e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

2. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
3. Pursuant to applicable law, Independent School District No. 414 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information.”

“Directory information” includes the following information relating to a student: the student’s name; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address, and telephone number of the student’s parent(s). “Directory information” does not include a student’s social security number or a student’s identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position, or nationality.

- a. The information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.
- b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent’s or eligible student’s prior written consent except to school officials as provided under federal law.
- c. In order to make any or all of the directory information listed above “private” (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
- (1) Name of student and parent, as appropriate;
 - (2) Home address;
 - (3) School presently attended by student;
 - (4) Parent’s legal relationship to student, if applicable;
 - (5) Specific category or categories of directory information which is not to be made public without the parent’s or eligible student’s prior written consent.
4. Pursuant to applicable law, Independent School District No. 414 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses,

electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers and post-secondary educational institutions without prior consent.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, [designate title of individual, i.e., building principal], by [insert date] each year. This written request must include the following information:

- (1) Name of student and parent, as appropriate;
- (2) Home address;
- (3) Student's grade level;
- (4) School presently attended by student;
- (5) Parent's legal relationship to student, if applicable;
- (6) Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions without prior consent;
- (7) Specific category or categories of directory information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

INDEPENDENT SCHOOL DISTRICT NO. 414
MINNEOTA, MINNESOTA

Dated: _____

Chair

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Scott Monson, Superintendent)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution

_____ Child protection assessment/investigation

_____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: *(mark all that apply)* **RESPONSE PROVIDED:** *(yes / no)*

Indicate whether you have data that document the student's:

- _____ Use of a controlled substance, alcohol, or tobacco
- _____ Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8
- _____ Possession or use of weapons or look-alike weapons
- _____ Theft
- _____ Vandalism and damage to property

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title



Minneota Public School District

Policy 530

Adopted: November 2022

Revised: December 2024

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically accepted standards.

- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student, or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in ~~Section-Paragraph~~ III.A. or III.B., above, or a statement of immunization set forth in ~~Section-Article~~ IV., below, to the superintendent of the school district by October 1 of the first year of their homeschooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of thirty 30 days to submit a statement specified in ~~Section-Paragraph~~ III.A. or III.B., above, or ~~Section-Article~~ IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunization or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian, or emancipated student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Minnesota Department of Health;
 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 3. review student health records to determine whether the required information has been provided; and
 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. ~~Student immunization records maintained by the school district are generally considered education records subject to the Family Education Records and Privacy Act (FERPA). The school district may not disclose personally identifiable information (PII), including immunization records, without parent or eligible student consent unless a permissible exception applies. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.~~
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within thirty (30) days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution as defined in Minnesota Statutes, section 135A.14, the designated school district administrator shall ~~will~~ assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within sixty (60) days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Minnesota Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district will forward a copy of all exemption statements received by the school district to the Commissioner of the Minnesota Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
20 U.S.C. § 1232g (Family Educational and Privacy Rights Act)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Resources: [MN Department of Health: School Health Personnel Immunization and Disease Reporting \(accessed 12/15/25\)](#)

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

RE: IMMUNIZATIONS

Dear Parent:

As you know, school begins on [date]. Before your child, [name of child], can be enrolled, however, we must receive proof that he/she has received immunization against a number of diseases as required by state law or is excepted therefrom. To date, we have no immunization records for your child nor a claim of exception.

Please complete the enclosed form verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards and return the form to [name of school official], *before school begins*. By state law, we cannot allow [name of child] to stay in school longer than thirty days unless we have received proof that he/she has had the required immunizations or is excepted therefrom.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person, by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If we do not receive proof of immunization or exception by [date], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

RE: IMMUNIZATIONS

Dear Parent:

As you know, school began today. To date, we have no immunization records for your child nor any record of a request for an exception. In order for your child, [name of child], to remain enrolled, we must receive proof that he/she has received immunization against a number of diseases as required by state law or that he/she qualifies for one of the statutory exceptions. By this letter, we wish to verify that our records concerning your child are accurate and complete.

Please submit a statement on the enclosed form to [name of school official] from a physician or a public clinic verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards. By state law, we cannot allow [name of child] to stay in school unless we have received proof that he/she has had the required immunizations or has satisfied one of the statutorily recognized exceptions.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If you have already submitted a statement to us, please indicate how the statement was submitted (i.e. hand-delivered, mailed), when it was delivered and to whom. It may be necessary for you to obtain a duplicate statement if the original cannot be found. If additional time to obtain a duplicate is required, please do indicate in your response.

If we do not receive proof of immunization or exception by [ten school days], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]
[Address]

RE: NON-ENROLLMENT FOR LACK OF IMMUNIZATION PROOF

Dear Parent:

We are sending your child, [name of child], home today because we have not yet received proof that he or she has received appropriate immunizations or is excepted therefrom. Minnesota law does not allow us to enroll an elementary or secondary school student without proof that the student has received the required immunizations or is excepted therefrom.

As we advised earlier, State law and School District policy allow for a thirty-day grace period and a ten-day due process period during which your child may attend school. Those grace periods have now expired.

[Name of child] may re-enroll as soon as we have received appropriate proof of immunizations. If you have any questions about the proof or the immunizations required, please contact [name of school official] at [telephone number] as soon as possible.

We look forward to having [name of child] back in school soon.

Very truly yours,

[School District Official]

DISTRICT NOTES:

Previous notices sent on _____ by _____

Phone contacts on _____ by _____

_____ by _____

_____ by _____



Minneota Public School District Policy 701

Adopted: August 2023

Revised: ~~June-March 2026~~5

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

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

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

IV. IMPLEMENTATION

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

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

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



Minneota Public School District Policy 503

Adopted: May 2011

Revised: July March 2026~~5~~

503 STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's

responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

c. The district must count a student as in attendance on each day the student receives supervision, instruction, or services from school staff during scheduled school hours. Minnesota Statutes, section 120A.22 does not remove the school district's responsibility to continue to comply with reporting requirements in Minnesota Statutes, section 126C.05 for the purposes of funding.

b.d. The principal must issue and keep a record of attendance, under rules established by the school board.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences / Tardies

a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the

whole or any part of the time school is in session during any school year. Application may be made to a truant officer- or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

- b. To be considered an excused absence, the student's parent or legal guardian will be asked to verify, in writing, the reason for the student's absence from school. Any anticipated absence from school requires written or verbal notice from the parent/guardian on the day of the absence. Parents are to call the high school secretary (507-872-6175) or extension 1100 or the elementary secretary at 507)872-6122 or extension 1142 by 8:30am. An e-mail, and/or voicemail are also an acceptable form of communication. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- c. The school board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.
- d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
 - (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;
 - (b) family emergencies;
 - (c) the death or serious illness or funeral of an immediate family member;
 - (d) active duty in any military branch of the United States;
 - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
 - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or

- (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three (3) hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.
- (4) Students may use a maximum of four days per year to work at home. These four days are a part of your ten days total per semester excused.
- (5) Family trips taken with a parent if the principal or other administrator has approved the trip in advance. A maximum of five days in one semester, not to exceed ten days per school year, will be excused. At the principal's discretion, an absence for a family trip which exceeds five days can be counted as excused or unexcused.
- (6) Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
- (7) Any pre-approved absence which, in the principal's opinion, will provide educational value to the student. (example 4H, FFA state fair). Approval must be obtained from the principal prior to the absence.

e. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) In order to make up work following an excused absence, students are allowed one day for each day missed, plus one additional day. Example, if you miss two consecutive days, you have three days to make up the work. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up

work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences / Tardies

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home (except as described above).
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline. Please refer to the discipline matrix for more information.
 - (a) From the first through the 7th cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) After the 7th cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of 10 unexcused absences and that, after the 10th unexcused absence, the student's grade shall be reduced by one (1) increment for each unexcused absence thereafter.

- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After 10 cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one (1) increment for each unexcused absence thereafter (i.e., A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
- (e) After 10 cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.

- c. A death or funeral in the student’s immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after four (4) unexcused tardies. In addition, eight (8) unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician’s statement or a statement from the student’s parent or guardian clearing the student for participation that day. The student must be in school by the end of 2nd period to participate in practice, games, contests, or concerts. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. **RELIGIOUS AND CULTURAL OBSERVANCES ACCOMMODATION**

Reasonable efforts will be made by the school district to accommodate any student who wishes to

be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for a religious or cultural observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

1. Three (3) days if the child is in elementary school; or
2. Three (3) or more class periods on three (3) days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;

5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one (1) day.

C. Habitual Truant

1. A habitual truant is a child who is at least twelve (12) years old and less than eighteen (18) years old under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven (7) school days per school year if the child is in middle school, junior high school, or high school, or a child who is seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

Pursuant to section 260C.163, subdivision 11, habitual truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)



Minneota Public School District Policy 615

Adopted: June 2012

Revised: ~~December~~ March 2026~~5~~

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, Section 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

A. The federal Every Student Succeeds Act (ESSA) and Minnesota statutes require that public school students be assessed annually in reading, mathematics, and science. The Minnesota Comprehensive Assessment (MCA), the Minnesota Test of Academic Skills (MTAS), and Alternate Minnesota Comprehensive Assessment (Alt MCA) are the standards-based accountability assessments used to meet this requirement.

The MCA and MTAS/Alt MCA are criterion-referenced assessments, which means they measure a snapshot of student learning of a fixed set of criteria: the Minnesota Academic Standards. The Minnesota K–12 Academic Standards are revised every ten (10) years, according to a schedule determined by the state legislature. When standards are updated, the statewide assessments are also updated with a new series to align to the new standards. The new assessments are administered when the new academic standards are fully implemented.

AB. Minnesota Test of Academic Skills (MTAS) and the Alternate Minnesota Comprehensive Assessment (Alt MCA)

1. The Minnesota Test of Academic Skills (MTAS) and Alternate Minnesota Comprehensive Assessment (Alt MCA) are the standards-based accountability assessments designed for, and limited to, students with the most significant cognitive disabilities. They are designed to measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). Students who receive special education services and meet the eligibility criteria may take the MTAS/Alt MCA.

2. In compliance with the transition to new Minnesota academic standards, the Minnesota Department of Education (MDE) is developing alternative assessments, the Alt MCA, to replace the MTAS, according to the following schedule:

- a. Science Alternate MCA (2024-25 school year);
- b. Reading Alternate MCA (2025-26 school year); and
- c. Mathematics Alternate MCA (2027-28 school year).

III. DEFINITIONS

A. Most Significant Cognitive Disability

This term describes students whose cognitive impairments may prevent them from attaining grade-level achievement standards, even with the very best instruction. IEP teams may use the following characteristics to identify if a student has a most significant cognitive disability:

- 1. The student's cognitive functioning is significantly below age expectations. The IEP team can determine that a student may be significantly below the average cognitive functioning of typically developing peers by
 - a. a standardized norm-referenced measure of cognitive functioning, or
 - b. when formal cognitive assessments are inappropriate, invalid or documented in other ways, other data-based measures may be used to document functioning significantly below age expectations as referenced in the Individuals with Disabilities Education Act (IDEA).
- 2. The student's disability has a significant impact on their ability to function in multiple environments, including home, school and community.
- 3. The student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain and generalize academic and life skills to actively participate in school, work, home and community environments.

B. Other key terms are defined in the current MDE *Procedures Manual for the Minnesota Assessments* (see Resources).

IV. ALTERNATIVE ASSESSMENT

A. Initial Steps

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided.
3. The IEP team must first consider the student's ability to participate in the MCA, with or without accommodations. The IEP team must document, in the IEP, the reasons why the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

If the IEP team establishes that the MCA is not an appropriate measure of the student's knowledge and skills on grade-level content standards, even when the student is provided allowable and appropriate accommodations, the IEP team may consider the administration of an alternate assessment.

24. Participation decisions will be made separately for mathematics, reading, and science. Participation decisions must be made annually and documented in a student's IEP. ~~The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.~~

3B. Alternate Assessment Eligibility Requirements

- a1. The following requirements must be met ~~for~~ for a student with a significant cognitive disability to be eligible for an alternative assessment, the IEP team must determine that the following are true~~the MTAS~~:
 - a.(1) the students cognitive functioning to be significantly below age expectations;
 - b. the student's disability has a significant impact on their ability to function in multiple environments, including home, school, and community; and
 - c. the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills to actively participate in school, work, home and community environments.

~~The IEP team must consider the student's ability to access the MCA, with or without accommodations;~~

- ~~(2) — The IEP must review the student’s instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student’s goals and determine how access to the general curriculum will be provided;~~
- ~~(3) — The IEP team determined the student’s cognitive functioning to be significantly below age expectations. The team also determined that the student’s disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;~~
- ~~(4) — The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;~~
- ~~(5) — The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student’s academic progress and how the student would participate in statewide testing.~~

~~b2.~~ Alternate assessment MTAS participation decisions must not be made on the following factors:

- ~~a.(1)~~ Student’s disability category as defined in Minnesota Rules, part 3525.1325-1348;
- ~~b.(2)~~ Educational environment or instructional setting~~Placement;~~
- ~~c.(3)~~ Participation in a separate, specialized curriculum;
- ~~d.(4)~~ An expectation that the student will receive a low score on the MCA;
- ~~e.(5)~~ Language, social, cultural, or economic differences;
- ~~f.(6)~~ Concern for participation rate accountability~~calculations~~ at the district level.

VB. ALTERNATE ACCESS FOR ELS

A. ACCESS for ELs

1. All English learners in grades K–12 in public schools are required to participate annually in an English language proficiency assessment. With very few exceptions, all English learners take the ACCESS for ELs.

Minnesota students identified as English learners (ELs) require an additional assessment to determine their progress toward English language proficiency. These students take the WIDA ACCESS assessment annually. English learners who receive special education services and meet alternate assessment participation guidelines may take the WIDA Alternate ACCESS.

The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing. Some students with significant cognitive disabilities may be eligible to take the Alternate ACCESS for ELLs instead of the ACCESS for ELL.

B2. Eligibility Requirements

- a1. The student must be identified as an English learner (EL) and is reported as EL in student enrollment data submitted in the Minnesota Automated Reporting Student System (MARSS) in order to take an English language proficiency assessment.
- 2b. The student must have a most significant cognitive disability. ~~If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.~~
- 3e. The student cannot meaningfully participate in the WIDA ACCESS, even with allowable accommodations.
4. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.
- ~~4.~~ ~~For students in grades that the MTAS is not administered:~~
 - ~~(1) the student must have cognitive functioning significantly below age level;~~
 - ~~(2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and~~
 - ~~(3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.~~

~~d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.~~

~~e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.~~

~~C3.~~ Alternate ACCESS participation decisions must not be made on the following factors:

~~1.a. The Sstudent's disability category alone;~~

~~2. The student's placement or instructional setting;~~

~~3. The student's language background, or other social, cultural, or economic factors;~~

~~4. An expectation that the student will receive a low score on the WIDE ACCESS; and~~

~~5. A desire to simplify test administration, which may include behavioral concerns or anticipated emotional distress.~~

~~b. Participation in a separate, specialized curriculum;~~

~~c. Current level of English language proficiency;~~

~~d. The expectation that the student will receive a low score on the ACCESS for ELs;~~

~~e. Language, social, cultural, or economic differences;~~

~~f. Concern for accountability calculations.~~

~~C. EL Students New to the United States~~

~~EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).~~

~~III. DEFINITION OF TERMS~~

~~See the current "Procedures Manual for the Minnesota Assessments" which is produced by the Minnesota Department of Education and available through minnesota.pearsonaccessnext.com/policies-and-procedures.~~

~~IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING~~

See Chapter [54](#) of the current “Procedures Manual for the Minnesota Statewide Assessments” and the Guidelines for Administration of Accommodations and Linguistic Supports.

VII. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Legal References: 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.30 (Statewide Testing and Reporting System)
Minn. Stat. § 125A.08 (Individualized Education Programs)
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 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
[Eligibility Requirements for the Minnesota Test of Academic Skills \(MTAS\),—
https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/
mda2/~edisp/006087.pdf](https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf)
[Alternate ACCESS for ELLs Participation Guidelines,—
https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/
mdq5/~edisp/049763.pdf](https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 616 (School District System Accountability)

Resources: [Minnesota Department of Education \(MDE\): Alternate Assessments \(accessed 12/31/25\)](#)
[MDE: Statewide Assessments Policies and Procedures \(accessed 12/31/25\)](#)
[MDE: Eligibility Requirements and Decision-Making Tool for Minnesota Alternative Assessment \(MTAS/Alternate MCA\) \(accessed 12/31/25\)](#)
[MDE: English Learner Education \(accessed 1/1/26\)](#)
[MDE: Minnesota’s Assessments for English Learners \(accessed 1/1/26\)](#)
[WIDA: WIDA Alternate ACCESS Participation Decision Tree \(accessed 1/1/26\)](#)



Adopted: August 2017

Revised: JanuaryMarch 2026

721 PROCUREMENT POLICYUNIFORM 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. This policy also seeks to ensure compliance with Minnesota procurement laws governing school districts..

II. DEFINITIONS

A. “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).

A.B. “Grants” includes

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

1.
 - a. The federal financial assistance that the school ~~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

b. The cost-reimbursement contract under the federal Acquisition Regulations that ~~the school district~~ ~~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~~).

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2b) of the definition of Federal financial assistance in 2 Code of Federal Regulations 200.1, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “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.

E. “Competitive procurement process” means a process for procurement by sealed bids or by proposals under Minnesota Statutes, section 471.345.

D.F. “Contract” means a legal instrument by which ~~the school district~~ ~~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 ~~school district~~ ~~non-federal entity~~ considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

E.G. 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 \$175,000 (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.H.~~ “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 ~~school district~~~~non-federal entity~~ for financial statement purposes, or \$10,000.

~~G.I.~~ “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.J.~~ “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.K.~~ “Severance pay” is a payment in addition to regular salaries and wages by the ~~school district~~ ~~non-federal entities~~ to workers whose employment is being terminated.

~~J.L.~~ “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.M.~~ “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. PROCUREMENT METHOD OPTIONS

A. “Procurement by micro-purchase”²

The acquisition of supplies or services when the aggregate dollar amount of the procurement transaction does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, subpart 2.1 or as periodically adjusted for inflation).

B. Procurement by small purchase procedures

This procurement method may be used when the value of the procurement transaction does not exceed the federal simplified acquisition threshold and is within the state threshold of \$175,000. If a small purchase procedure is used, price or rate quotations must be obtained from an adequate number of qualified sources. Unless specified by the Federal agency, the school district may exercise judgment in determining what number is adequate.

C. Procurement by sealed bids (formal advertising)

This procurement method involves 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.

D. Procurement by competitive proposals

This procurement method 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.

E. Procurement by noncompetitive proposals

This procurement method involves solicitation of a proposal from only one source.

IV. GENERAL PROCUREMENT STANDARDS

A. The school district must use its own documented procurement procedures that 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. Breaking up a procurement into smaller components to avoid the thresholds established in this policy is prohibited.

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.
- H. Thresholds for Employee Purchases

The superintendent and/or Business Manager, in conjunction with the school board, is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board, except as otherwise provided in this policy.

Individual school district employees may incur expenditures in the following amounts without prior board approval so long as such expenditures are consistent with the school board-approved budget, provided that in all cases the school board retains authority to disapprove any expenditure for any reason at its sole discretion:

- 1. Any school district employee may make a purchase for use in connection with school district operations when the expenditure is less than \$1,000 and is consistent with this policy’s requirements.
- 2. In addition to the foregoing, the following school district employees may execute a purchase or procurement that requires the expenditure of up to the following amounts:
 - a. Superintendent: Up to \$5,000
 - b. Business Manager: Up to \$5,000

V. PROCUREMENT METHODS WHEN USING STATE FUNDS-

The school district must use one of the following methods of procurement when using state funds:

- A. Procurements for \$25,000 or less

If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the school district's discretion. If the contract is made upon quotation it shall be based, so far as practicable, on at least two (2) quotations which shall be kept on file for a period of at least one (1) year after their receipt.

Alternatively, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Procurements for \$25,000 or less also may be conducted by micro-purchase.

B. Procurements Exceeding \$25,000 but not \$175,000

1. Sealed Bids or Direct Negotiation

If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two (2) or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one (1) year after receipt thereof.

2. Best Value Alternative

As an alternative to the procurement method described in Subparagraph B.1 above, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

C. Procurements Exceeding \$175,000

If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing school district contracts.

Procurement by Sealed Bids

Procurement by sealed bids means a process in which bids are publicly solicited and a firm fixed price contract by lump sum or unit price is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for bids, is the lowest in price. If sealed bids are used, the following requirements apply:

1. bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;

2. the invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. all bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
4. a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;
5. any or all bids may be rejected if there is a sound documented reason; and
6. in order for a sealed bid to be feasible, the following conditions must be present:
 - a. a complete, adequate, and realistic specification or purchase description is available;
 - b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the price.

D. Procurement by Proposals

"Procurement by proposals" means a process in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

1. requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. the school district must have a written method for conducting technical evaluations of the proposals received and for making selections; and
3. contracts must be awarded to the responsible offeror whose proposal is most advantageous to the school district, with price and other factors considered.

VI. PROCUREMENT METHODS WHEN USING FEDERAL FUNDS

A. Procurement by Competitive Proposals

This is a procurement method used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. If this method is used, the following requirements apply:

1. Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered;
2. Proposals must be solicited from an adequate number of qualified sources;
3. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. 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.

B. Procurement by Noncompetitive Proposals

Procurement by noncompetitive proposals may be used only when one (1) or more of the following circumstances apply:

1. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;
2. The item is available only from a single source;
3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
4. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
5. After solicitation of a number of sources, competition is determined inadequate.

C. Competition

1. All procurement transactions under the Federal award must be conducted in a manner that provides full and open competition and is consistent with the standards of 2 Code of Federal Regulations, sections 200.319 and .320.
 2. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - a. are made in accordance with 2 Code of Federal Regulations, section 200.319(b);
 - b. 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
 - c. identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- D. The school district must ensure that all prequalified lists of persons, firms, or products used in procurement transactions are current and include enough qualified sources to ensure maximum open competition. When establishing or amending prequalified lists, the school district must consider objective factors that evaluate price and cost to maximize competition. The school must not preclude potential bidders from qualifying during the solicitation period.
- E. The school district is 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.
- F. 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.

G. Managing Property and Equipment and Safeguarding Assets

1. 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 other property owned by the school district. 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.

2. Managing Equipment

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:

- a. 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.
- b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two (2) years.
- c. 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.
- d. Adequate maintenance procedures must be developed to keep property in good condition.
- e. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

H. 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.

VII. 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 tracking expenditures to establish that funds have been used in accordance with 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 and accountability.

Advance payments to the school district must be limited to the minimum amounts needed and be timed with 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 school district 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 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 federal statutes, regulations, and the terms and

conditions of the federal award.

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

The school district must 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 and other information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VIII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

The school district administration and school 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. "Advance payment" means a payment that a federal agency or pass-through entity makes by any appropriate payment mechanism and payment method before the school district- disburses the funds for program purposes.
2. "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.
3. "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).
4. "Omni Circular" (also known as 2 Code of Federal Regulations, part 200 the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,"²² or the Uniform Grant Guidance) means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, part 200, subpart E under specific conditions (review the specific part of 2 Code of Federal Regulations 200, subpart E for allowability requirements for the specific cost):

1. Advertising and public relations;
2. Advisory councils;
3. Audit costs and related services;
4. Bonding costs;
5. Compensation - personal services;
6. Compensation – fringe benefits;
7. Conferences;
8. Contingency provisions;
9. Depreciation;
10. Employee health and welfare costs;
11. Equipment and other capital expenditures;
12. Gains and losses on disposition of depreciable assets;
13. Insurance and indemnification;
14. Intellectual property;
15. Maintenance and repair costs;
16. Materials and supplies costs, including costs of computing devices;
17. Memberships, subscriptions, and professional activity costs;
18. Organization costs;
19. Participant costs;
20. Plant and security costs;

21. Pre-award costs;
22. Professional service costs;
23. Proposal costs;
24. Publication and printing costs;
25. Rearrangement and reconversion costs;
26. Recruiting costs;
27. Relocation costs of employees;
28. Rental costs of buildings and equipment;
29. Scholarships, student aid costs, and tuition remission;
30. Specialized service facilities;
31. Taxes;
32. Telecommunication and video surveillance costs;
33. Termination and standard closeout costs;
34. Training and education costs;
35. Transportation costs; and
36. 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 list below provides examples of such costs. If a cost is on this list, it may not be supported with federal funds unless an exception exists (review the specific part of 2 Code of Federal Regulations 200, subpart E for possible exceptions to unallowable costs). 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 200, subpart E; thus, the following list is not exhaustive:

1. Alcoholic beverages;
2. Bad debts;

3. Contingency provisions (with limited exceptions);
4. Contributions and donations
5. Entertainment (with limited exception);
6. Fines, penalties, damages, and other settlements;
7. Fundraising and investment management costs (with limited exceptions);
8. General costs of government (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
9. Goods or services for personal use;
10. Interest; (except interest specifically stated in 2 Code of Federal Regulations, section 200.449+ as allowable);
11. Lobbying;
12. Losses on other Federal awards or contracts;
13. Selling and marketing;
14. Student activity costs;
15. Religious use;
16. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
17. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
18. 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:

1. Necessary for the proper and efficient performance or administration of the program.
2. 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.
3. 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.
4. 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.
5. 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 school districts 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 (3) situations:
 - a. The 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. The school district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. The 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. Reduction in Aid

If the school district makes a purchase without a procurement policy adopted by the school board or makes a purchase not in conformity with the school district's procurement policy, the Commissioner may reduce that school district's state aid in an amount equal to the purchase.

L. Property, Financial Investments, and Contracting

The school district is subject to and must comply with Minnesota Statutes, sections 15.054 and 118A.01 to 118A.06 governing government property and financial investments and sections 471.38, 471.391, 471.392, and 471.425 governing municipal contracting.

M. 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 DOE, MDE, and the MDE Office of Inspector General (if applicable). School districts are also required to report matters related to school district integrity and performance in accordance with Appendix XII of 2 Code of Federal Regulations, part 200. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

IX. 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 school district policy consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with the 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, the school district must follow its written non-federal, entity wide 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 school district’s written policies.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established school district written policies.
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. Travel Costs

Under 2 Code of Federal Regulations, section 200.475, travel costs include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis, 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. The method used must be consistent with those normally allowed in like circumstances in the school district's other activities and in accordance with the school district's established written 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 as a result the school district's written policy.

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

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 written policy.

Temporary dependent care costs above and beyond regular dependent care are allowable

provided that these costs are:

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

X. SUBRECIPIENT MONITORING

A. The school district will:

1. Verify that the subrecipient is not excluded or disqualified in accordance with 2 Code of Federal Regulations, section 180.300. Verification methods are provided in section 180.300, which include confirming in SAM.gov that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving federal funds.

2. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information provided below. A pass-through entity must provide the best available information when some of the information below is unavailable. A pass-through entity must provide the unavailable information when it is obtained.

a. Required information includes:

(1) Federal award identification

- i. Subrecipient's name (must match the name associated with its unique entity identifier);
- ii. Subrecipient's unique entity identifier;
- iii. Federal Award Identification Number (FAIN);
- iv. Federal Award Date;
- v. Subaward Period of Performance Start and End Date;
- vi. Subaward Budget Period Start and End Date;
- vii. Amount of Federal Funds Obligated in the subaward;
- viii. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity, including the current financial obligation;

- ix. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
- x. Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA);
- xi. Name of the Federal agency, pass-through entity, and contact information for awarding official of the pass-through entity;
- xii. Assistance Listings title and number; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement;
- xiii. Identification of whether the federal award is for research and development; and
- xiv. Indirect cost rate for the federal award (including if the de minimis rate is used in accordance with 2 Code of Federal Regulations, section 200.414).

(2) All requirements of the subaward, including requirements imposed by Federal statutes, regulations, and the terms and conditions of the Federal award;

(3) Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its responsibilities under the Federal award. This includes information and certifications (see 2 Code of Federal Regulations, section 200.415) required for submitting financial and performance reports that the pass-through entity must provide to the federal agency;

(4) Indirect cost rate:

(5) A requirement that the subrecipient permit the pass-through entity and auditors to access the subrecipient's records and financial statements for the pass-through entity to fulfill its monitoring requirements; and

(6) Appropriate terms and conditions concerning the closeout of the subaward.

3. Evaluate each subrecipient's fraud risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in 2 Code of Federal Regulations, section 200.332, paragraph (f). When evaluating a subrecipient's risk,

a pass-through entity should consider the following:

- a. The subrecipient's prior experience with the same or similar subawards;
 - b. The results of previous audits. This includes considering whether or not the subrecipient receives a Single Audit in accordance with 2 Code of Federal Regulations, part 200, subpart F and the extent to which the same or similar subawards have been audited as a major program;
 - c. Whether the subrecipient has new personnel or new or substantially changed systems; and
 - d. The extent and results of any federal agency monitoring (for example, if the subrecipient also receives federal awards directly from the federal agency).
4. If appropriate, consider implementing specific conditions in a subaward as described in 2 Code of Federal Regulations, section 200.208 and notify the Federal agency of the specific conditions.
 5. Monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved. In monitoring a subrecipient, a pass-through entity must:
 - a. Review financial and performance reports.
 - b. Ensure that the subrecipient takes corrective action on all significant developments that negatively affect the subaward. Significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notifications from a subrecipient of adverse conditions which will impact their ability to meet the milestones or the objectives of a subaward. When significant developments negatively impact the subaward, a subrecipient must provide the pass-through entity with information on their plan for corrective action and any assistance needed to resolve the situation.
 - c. Issue a management decision for audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by 2 Code of Federal Regulations, section 200.521.
 - d. Resolve audit findings specifically related to the subaward. However, the pass-through entity is not responsible for resolving cross-cutting audit findings that apply to the subaward and other Federal awards or subawards. If a subrecipient has a current Single Audit report and has not been excluded from receiving Federal funding (meaning, has not been debarred or

suspended), the pass-through entity may rely on the subrecipient's cognizant agency for audit or oversight agency for audit to perform audit follow-up and make management decisions related to cross-cutting audit findings in accordance with 2 Code of Federal Regulations, section 200.513(a)(4)(viii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

6. Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in 2 Code of Federal Regulations, section 200.332, paragraph (c)), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:
 - a. Providing subrecipients with training and technical assistance on program-related matters;
 - b. Performing site visits to review the subrecipient's program operations; and
 - c. Arranging for agreed-upon-procedures engagements as described in 2 Code of Federal Regulations, section 200.425.
7. Verify that a subrecipient is audited as required by 2 Code of Federal Regulations, part 200, subpart F.
8. Consider whether the results of a subrecipient's audit, site visits, or other monitoring necessitate adjustments to the pass-through entity's records.
9. Consider taking enforcement action against noncompliant subrecipients as described in 2 Code of Federal Regulations, section 200.339 and in program regulations.

XI. CONFLICT OF INTEREST

A. Standards of Conduct

The school district will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

- B. No employee, officer, agent, or board member 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, agent, or board member, 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, agents, and board members 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, or board members of the school district. Disciplinary actions may be undertaken pursuant to the school district's Discipline, Suspension, and Dismissal of School Employees policy.

The school district's Conflict of Interest policies and procedures provide additional measures regarding conflicts of interest.

C. Organizational Conflicts of Interest

If the school district has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the school district must maintain written standards concerning organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization.

D. Disclosing Conflicts of Interest

The school district will disclose in writing any potential conflict of interest to MDE in accordance with established federal agency policies.

Legal References: Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 16C.28 (Contracts; Awards)
Minn. Stat. § 118A.01-.06 (Deposit and Investment of Local Public Funds)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.391 (Declaration Form)
Minn. Stat. § 471.392 (Penalty)
Minn. Stat. § 471.425 (Prompt Payment of Local Government Bills)
18 U.S.C. (Crimes and Criminal Procedures)
31 U.S.C. §§ 3729–3733 (False Claims)
2 C.F.R. § 180.215 (Which Nonprocurement Transactions are Not Covered Transactions)
2 C.F.R. § 180.300 (What Must I Do before I Enter Into a Covered Transaction with Another Person at the Next Lower Tier?)
2 C.F.R. 200 Subpart E (Cost Principles)
2 C.F.R. 200 Subpart F (Audit Requirements)
2 C.F.R. § 200.1 (Definitions)

[2 C.F.R. § 200.101 \(Applicability\)](#)
[2 C.F.R. § 200.112 \(Conflict of Interest\)](#)
[2 C.F.R. § 200.113 \(Mandatory Disclosures\)](#)
[2 C.F.R. § 200.205\(d\) \(Federal Awarding Agency Review of Merit of Proposals\)](#)
[2 C.F.R. § 200.208 \(Specific Conditions\)](#)
[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 \(Real Property\)](#)
[2 C.F.R. § 200.312 \(Federally-owned and Exempt Property\)](#)
[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\(e\) \(Competition\)](#)
[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. § 200.332 \(Requirements for Pass-Through Entities\)](#)
[2 C.F.R. § 200.339 \(Remedies for Noncompliance\)](#)
[2 C.F.R. § 200.403\(c\) \(Factors Affecting Allowability of Costs\)](#)
[2 C.F.R. § 200.413 \(Direct Costs\)](#)
[2 C.F.R. § 200.414 \(Indirect Costs\)](#)
[2 C.F.R. § 200.415 \(Required Certifications\)](#)
[2 C.F.R. § 200.425 \(Audit Services\)](#)
[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 \(Travel Costs\)](#)
[2 C.F.R. § 200.513 \(Responsibilities\)](#)
[2 C.F.R. § 200.521 \(Management Decisions\)](#)
[45 C.F.R. § 75.2 \(Definitions\)](#)
[45 C.F.R. § 75.317 \(Insurance Coverage\)](#)
[45 C.F.R. § 75.320 \(Equipment\)](#)
[48 C.F.R. Subpart 2.1 \(Definitions\)](#)

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 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)

Resources: Minnesota Department of Education (MDE): *Procurement Handbook* [January 8, 2025] (accessed 01/07/26)
MDE: *Competitive Proposal Method* [April 2020] (accessed 01/07/26)
Office of Management and Budget: *OMB Guidance for Federal Financial Assistance (Uniform Guidance)* (accessed 02/20/26)
U.S. DOE: *Education Department General Administrative Regulations (EDGAR) and Other Applicable Grant Regulations* (accessed 01/09/26)
U.S. DOE: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (accessed 01/09/26)

~~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.~~
- ~~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 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 evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.~~

~~The school district must 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.~~
 - ~~e. 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(e) (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(e) (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 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 Schools - ISD #414
Ethical Practices and Conflict of Interest

Minneota Public Schools requires and encourages compliance with various statutory and state policy requirements related to individuals who acquire goods, services, and utilities and the ethical standards they have to meet.

It is the expectation of the Minneota Public Schools' Board that administration, supervisory staff, and employees have an absolute duty and responsibility to take all actions necessary to prevent an employee from being put in a position where that individual employee might have a conflict of interest in any way in the acquisition of goods, services, and utilities. Acquisition of goods, services, and utilities means purchasing, procuring, contracting, getting, buying, selling, or trading anything with any value that comes into possession or leaves the possession of Minneota Public Schools. This includes all kinds of contracts, agreements, orders, etc. to which Minneota Public Schools may be a party.

Potential conflicts of interest and the appearance of a conflict of interest are to be avoided at all times. Such a conflict of interest would arise when the employee, or any member of his or her immediate family, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Employees must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, employees may accept items of insignificant value of a promotional or public relations nature. Employees who have questions regarding potential conflicts or the appearance of a conflict of interest should contact the Executive Director or Business manager.

Any suggestion, inquiry and/or intimation that an actual conflict of interest exists will be immediately investigated by the Business manager. If a conflict of interest is discovered, administration will determine whether corrective action will be necessary, including disciplinary action. Any violation of federal law involving fraud, bribery, or gratuity resulting from a conflict of interest will be reported to the Legislative Auditor's Office.

The Conflict of Interest Disclosure Form must be completed by all directors, assistant directors, business office staff, and any others who may be in a position to have a potential conflict of interest in the acquisition of goods, services, and utilities.

Any questions regarding any of these guidelines and procedures should be directed to the Business manager.

Conflict of Interest Disclosure Form

A conflict of interest shall be defined as any activity, transaction, relationship, services, or consideration which is, or appears to be, contrary to the best interests of Minneota Public Schools, or in which the interests of an individual or another organization has the potential to be placed above those of Minneota Public Schools. All directors and employees of Minneota Public Schools, when acting on behalf of Minneota Public Schools, shall adhere to the highest standard of ethical conduct and avoid any activity or situation where their personal interests could conflict, or reasonably appear to conflict, with the best interests of Minneota Public Schools.

I have read and agree to abide by the above policy. To the best of my knowledge and belief, except as disclosed on this form, neither I nor any person with whom I have or have had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential Conflict of Interest or be contrary to the best interests of Minneota Public Schools. I agree to immediately disclose to Minneota Public Schools any potential Conflict of Interest that should arise hereafter.

Signature: _____

Date: _____

Please identify any potential Conflicts of Interest here:

RESOLUTION FOR ACCEPTANCE OF GIFTS/DONATIONS/GRANTS

Member _____ introduced the following resolution and moved its adoption:

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

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

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

From Who/m	For Who/What/Purpose	Amount	Date
Hope Lutheran Church	Winter Weather Gear	Unknown	3/2/2026
Main Attraction	Robotics Program	\$ 200.00	3/2/2026
Elliot’s Cabinet and Furniture	Robotics Program	\$ 20.00	3/2/2026
Total Monthly Donations		\$ 220.00	

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 11th day of March, 2026.

Martin Hennen, Clerk