

MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD REGULAR MEETING | AGENDA

Tuesday, April 21, 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. Presentation

- 2.1. Math CurriculumI/D

3. Business Agenda

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

4. Leadership Reports

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

5. Approve Consent Agenda Items M/S/V

- 5.1. Minutes of the March 11, 2026 Regular Meeting
- 5.2. Minutes of the March 11, 2026 Special Meeting
- 5.3. Minutes of the March 25, 2026 Special Meeting
- 5.4. Minutes of the March 31, 2026 Special Meeting
- 5.5. Minutes of the April 10, 2026 Special Meeting
- 5.6. Personnel Items
- 5.7. Fundraiser Requests
- 5.8. Avera Athletic Trainer Agreement
- 5.9. M-State Career and Technical Education/SWWC/Perkins Statement of Assurances and Compliance
- 5.10. Open Enrollment Requests
 - 5.10.1. 6th Grade Student from Marshall
 - 5.10.2. 11th Grade Student from Marshall
 - 5.10.3. Preschooler from YME
 - 5.10.4. Kindergarten Student from Canby

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

7. Previous Business

- 7.1. 2025-2026 School Calendar Revision for May 20, 2026 Early Dismissal at 12:15 pm..... I/D/M/S/V
- 7.2. 2025-2026 School Calendar Revision for May 1, 2026 as a MRVED Common In-Service Day..... M/S/V
- 7.3. Policy and Procedures Review – 2nd Reading and Approval..... M/S/V
 - 7.3.1. Policy #503: Student Attendance
 - 7.3.2. Policy #615: Testing Accommodations, Modifications, and Exemptions for IEP, Section 504 Plans and LEP Students
 - 7.3.3. Policy #721: Uniform Grant Guidance Policy Regarding Federal Revenue Resources
- 7.4. Establish Facility and Equipment Use Fees for 2026-2027..... I/D/M/S/V

8. New Business

- 8.1. Approve a Resolution Relating to the Issuance of General Obligation School Building Bonds and Calling a Special Election Thereon M/S/V-RC
- 8.2. Accept 2026-2027 Health Insurance Renewal from the Minnesota Healthcare Consortium..... M/S/V
- 8.3. Accept 2026-2027 Dental Insurance Renewal from Delta Dental/Northeast Service Cooperative..... M/S/V
- 8.4. Policy and Procedures Review – 1st ReadingI/D
 - 8.4.1. Policy #524.5: Personal Electronic Communication Devices
 - 8.4.2. Policy #525: Violence Prevention [Applicable to Students and Staff]
 - 8.4.3. Policy #603: Curriculum Development
 - 8.4.4. Policy #625: Responsible Use of Artificial Intelligence [New]
 - 8.4.5. Policy #902: Use of School District Facilities and Equipment
 - 8.4.6. District Procedures: Technology Asset Management
 - 8.4.7. District Procedures: Technology Disposal
- 8.5. Approve a Resolution for Acceptance of Gifts, Donations, and Grants..... M/S/V-RC

9. Adjournment M/S/V

BUSINESS

AGENDA

Student Enrollment Overview | 4/16/2026

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	42	36	40	35
HK/K	22.6	39.3	31.8	42.1	29.7	36	30	22	30
1st Grade	31.1	23.8	39.1	33.0	41.2	33	37	31	23
2nd Grade	30.1	31.4	25.5	41.8	32.8	45	35	39	33
3rd Grade	42.3	33.9	32.6	29.0	42.2	33	46	38	40
4th Grade	28.0	42.9	36.3	31.5	30.9	40	33	46	38
5th Grade	37.0	24.9	46.6	37.5	33.2	33	42	34	47
6th Grade	36.2	37.5	23.5	46.2	38.1	33	33	42	34
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	50	49	55	57
11th Grade	48.3	45.0	42.7	46.2	46.0	51	50	49	55
12th Grade	49.2	45.7	42.6	42.7	43.0	42	48	47	51
Total (K-12)	508.8	512.2	516.0	541.1	540.8	547	552	543	548
Total (PreK-12)	515.6	518.3	521.4	548.7	550.2	589	588	583	583
K-12 +/- from Previous Year	-17.8	3.4	3.8	25.1	-0.3	6	5	-9	4

Student Activity Account – Month End March 2026

Fund #	Description	Receipt	Expense
4	Student Council - Viking Coca Cola		\$ 355.25
14	FFA - Waffle Feed Supplies		\$ 758.30
14	FFA - Hitchcock Tulare		\$ 75.00
4	Student Council - Lobby Pop	\$ 364.00	
4	Student Council - Singing Valentine	\$ 223.00	
8	Junior Class - Egg Hunt	\$ 816.00	
8	Junior Class - Tip Night	\$ 558.25	
9	Senior Class - Tip Night	\$ 838.00	
14	FFA - Waffle Feed	\$3,220.00	
March 2026 Totals		\$6,019.25	\$1,188.55

Fund Name	FY26 Beginning Balance	March 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	\$3,220.00	\$ 833.30	\$ 4,826.00	\$ 2,453.81	\$ -	\$ 4,764.41	99.2%
Grade 11	\$ 5,156.18	\$1,374.25	\$ -	\$26,963.50	\$ 9,726.30	\$(4,356.18)	\$ 8,037.20	55.9%
Grade 12	\$ 21.27	\$ 838.00	\$ -	\$ 1,876.60	\$ 344.20	\$ 4,334.91	\$ 5,888.58	27584.9%
National Honor Society	\$ 737.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737.48	0.0%
Student Council	\$ 6,108.65	\$ 587.00	\$ 355.25	\$ 8,355.35	\$ 5,785.70	\$ 21.27	\$ 8,699.57	42.4%
March 2026 Totals	\$ 29,945.45	\$6,019.25	\$1,188.55	\$68,315.45	\$61,697.50	\$ (0.00)	\$ 36,563.40	22.1%

Account Balances and Monthly Cash Flow | End of March 2026

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Total Fixed Income	Ending Balance	
State Bank of Taunton [0200]	General	\$ 168,162.69		\$ 843,307.72	\$ 884,788.69		\$ 126,681.72	-24.7%
State Bank of Taunton [0218]	Student Activities	\$ 31,732.70		\$ 6,019.25	\$ 1,188.55		\$ 36,563.40	15.2%
State Bank of Taunton [0226]	Petty Cash	\$ 900.00		\$ -	\$ -		\$ 900.00	0.0%
State Bank of Taunton [0234]	Payroll	\$ -		\$ 347,581.79	\$ 347,581.79		\$ -	0.0%
PMA-MN Trust [2023A]	2023A	\$ 484,364.28	\$ 1,478.38	\$ -	\$ -	\$ -	\$ 485,842.66	0.3%
PMA-MN Trust [2023B]	2023B	\$ 432,922.79	\$ 1,321.35	\$ -	\$ -	\$ 1,651,400.00	\$ 2,085,644.14	381.8%
PMA-MN Trust [Operating]	Investments	\$ 2,550,291.67	\$ 7,158.27	\$ 812,032.00	\$ 800,000.00	\$ 415,300.00	\$ 2,984,781.94	17.0%
End of March 2026 Totals: All Depositories		\$ 3,668,374.13	\$ 9,958.00	\$ 2,008,940.76	\$ 2,033,559.03	\$ 2,066,700.00	\$ 5,720,413.86	55.9%
Net Cash Flow Decrease From March 1, 2026 to March 31, 2026							\$ (14,660.27)	-0.4%

Minneota Public School Summary-Fund Thru October 31

Sequence: L, Fd

Description	202409			202509			202609		
	Budget BUD24	Year to Date	%	Budget BUD25	Year to Date	%	Budget BUD26	Year to Date	%
E Expenditure									
01 General Fund	7,904,910.00	5,257,988.73	67%	7,930,185.00	5,538,950.03	70%	8,497,426.00	5,546,783.38	65%
02 Food Service Fund	475,972.00	345,777.45	73%	517,663.00	350,155.16	68%	600,671.00	391,629.69	65%
04 Community Service	240,967.00	163,229.99	68%	253,575.00	179,711.90	71%	272,613.00	194,348.55	71%
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	1,173,400.00	100%	1,545,578.00	1,546,127.50	100%	1,553,750.00	1,551,825.00	100%
E Expenditure	9,835,649.00	6,975,774.95	71%	10,511,359.00	7,614,944.59	72%	11,193,810.00	7,821,676.52	70%
R Revenue									
01 General Fund	(7,760,002.00)	(4,560,800.49)	59%	(7,967,047.00)	(4,790,893.92)	60%	(8,604,725.00)	(5,091,530.52)	59%
02 Food Service Fund	(497,500.00)	(268,844.95)	54%	(501,520.00)	(319,089.73)	64%	(555,750.00)	(348,542.87)	63%
04 Community Service	(174,041.00)	(111,661.72)	64%	(191,756.00)	(130,274.69)	68%	(185,589.00)	(133,214.98)	72%
06 Building Construction Fund	(2,635,533.00)	(2,578,801.68)	98%	(85,000.00)	(92,608.84)	109%	(135,000.00)	(139,969.77)	104%
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	(10,037.40)	0%	0.00	(2,686.81)	0%	0.00	(6,617.95)	0%
R Revenue	(12,245,373.00)	(8,505,873.60)	69%	(10,460,240.00)	(6,613,208.46)	63%	(11,073,925.00)	(6,921,116.39)	62%
Report Totals:	(2,409,724.00)	(1,530,098.65)	63%	51,119.00	1,001,736.13	1960%	119,885.00	900,560.13	751%

Minneota Public School Multi Year Series-Source

Sequence: Fd, O/S

Description	202409			202509			202609		
	Budget	Year to Date	%	Budget	Year to Date	%	Budget	Year to Date	%
	BUD24			BUD25			BUD26		
01 General Fund									
000 Local Revenues	(1,818,631.00)	(908,734.29)	50%	(1,630,758.00)	(731,465.13)	45%	(1,945,037.00)	(949,219.32)	49%
200 State Revenues	(4,736,729.00)	(3,151,696.50)	67%	(4,884,767.00)	(3,151,116.93)	65%	(5,233,040.00)	(3,326,427.17)	64%
300 State Revenues	(1,017,477.00)	(492,989.13)	48%	(1,227,801.00)	(739,908.97)	60%	(1,307,360.00)	(739,506.01)	57%
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)	(54,567.00)	136%	(52,770.00)	(52,770.00)	100%
600 Loc Sales, Ins Recov & Jdgmnt	0.00	(5,327.50)	0%	0.00	277.12	0%	0.00	(907.50)	0%
01 General Fund	(7,760,002.00)	(4,560,800.49)	59%	(7,967,047.00)	(4,790,893.92)	60%	(8,604,725.00)	(5,091,530.52)	59%
Report Totals:	(7,760,002.00)	(4,560,800.49)	59%	(7,967,047.00)	(4,790,893.92)	60%	(8,604,725.00)	(5,091,530.52)	59%

Minneota Public School Multi Year Series-Source

Sequence: Fd, O/S

Description	202409			202509			202609			
	Budget	Year to Date	%	Budget	Year to Date	%	Budget	Year to Date	%	
	BUD24			BUD25			BUD26			
01 General Fund										
100 Salaries & Wages	4,295,935.00	2,822,113.71	66%	4,413,774.00	2,882,906.05	65%	4,642,004.00	3,067,226.87	66%	
200 Employee Benefits	1,119,935.00	677,941.55	61%	1,142,232.00	665,681.93	58%	1,232,752.00	730,651.65	59%	
300 Purchased Services	1,443,025.00	1,022,026.62	71%	1,488,118.00	1,113,722.71	75%	1,751,535.00	1,222,537.33	70%	
400 Supplies & Materials	787,395.00	508,595.60	65%	662,199.00	662,473.35	100%	670,332.00	416,539.23	62%	
500 Capital Expenditures	234,000.00	206,015.81	88%	194,112.00	190,934.99	98%	169,653.00	92,876.37	55%	
800 Other Expenditures	24,620.00	21,295.44	86%	29,750.00	23,231.00	78%	31,150.00	16,951.93	54%	
01 General Fund	7,904,910.00	5,257,988.73	67%	7,930,185.00	5,538,950.03	70%	8,497,426.00	5,546,783.38	65%	
Report Totals:	7,904,910.00	5,257,988.73	67%	7,930,185.00	5,538,950.03	70%	8,497,426.00	5,546,783.38	65%	



MNTrust Monthly Statement

Minnesota ISD #414

Activity Summary (MN02-31273-0101) Operating

3/1/2026 - 3/31/2026

Investment Pool Summary		IS
Beginning Market Balance		\$2,550,291.67
Dividends		\$7,158.27
Purchases		\$812,032.00
Redemptions		(\$800,000.00)
Ending Market Balance		\$2,569,481.94
Average Monthly Rate		3.594%
NAV / Share Price		1.000
Total		\$2,569,481.94
Total Fixed Income		\$415,300.00
Account Total		\$2,984,781.94

Your Representative(s)
Xander Nguyen
 (612) 509-2564
 xander.nguyen@ptma.com
Steve Pumper
 (612) 509-2565
 steve.pumper@ptma.com

Representatives are associated with PMA Securities, LLC

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



PTMA Financial Solutions
 2135 City Gate Lane, 7th Floor
 Naperville, IL 60563



MNTrust Monthly Statement

Minnesota ISD #414

Transaction Activity (MN02-31273-0101) Operating

IS 3/1/2026 - 3/31/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
12884622	03/06/2026	03/06/2026	Online Wire Redemption	(\$200,000.00)	\$0.00	\$1.000	(200,000.000)
12896842	03/09/2026	03/09/2026	Online Wire Redemption	(\$250,000.00)	\$0.00	\$1.000	(250,000.000)
12919513	03/11/2026	03/11/2026	State Funds Purchase, MN State-MMB ACH	\$0.00	\$47,308.18	\$1.000	47,308.180
12941729	03/13/2026	03/13/2026	State Funds Purchase, ISD 0414	\$0.00	\$356,722.27	\$1.000	356,722.270
12952824	03/16/2026	03/16/2026	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
13019947	03/24/2026	03/24/2026	Online Wire Redemption	(\$200,000.00)	\$0.00	\$1.000	(200,000.000)
13066007	03/30/2026	03/30/2026	State Funds Purchase, MN State-MMB ACH	\$0.00	\$408,001.55	\$1.000	408,001.550
	03/31/2026	03/31/2026	Total Dividend Reinvestment	\$0.00	\$7,158.27	\$1.000	7,158.270
				(\$800,000.00)	\$819,190.27		19,190.270

Beginning Market Value: \$2,550,291.67 | Ending Market Value: \$2,569,481.94



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

3/31/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
IS				03/31/2026		IS Account Balance	\$2,569,481.94	3.594%	\$1.000	2,569,481.940	\$2,569,481.94
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
							\$2,984,781.94			3,002,656.860	\$2,984,781.94

Time and Dollar Weighted Average Portfolio Yield: 4.143%

Weighted Average Portfolio Maturity: 68.72 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	86.086%	\$2,569,481.94	IS Account
CD	13.914%	\$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
---	-------------



MNTrust Monthly Statement

Minnesota ISD #414

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

3/1/2026 - 3/31/2026

Investment Pool Summary		IS
Beginning Market Balance		\$484,364.28
Dividends		\$1,478.38
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$485,842.66
Average Monthly Rate		3.594%
NAV / Share Price		1.000
Total		\$485,842.66
Total Fixed Income		\$0.00
Account Total		\$485,842.66

Your Representative(s)

Xander Nguyen

(612) 509-2564

xander.nguyen@ptma.com

Steve Pumper

(612) 509-2565

steve.pumper@ptma.com

Representatives are associated with PMA Securities, LLC

Minnesota ISD #414

504 N. Monroe St.

Minneota, MN 56264



PTMA Financial Solutions

2135 City Gate Lane, 7th Floor

Naperville, IL 60563



MNTrust Monthly Statement

Minnesota ISD #414

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

IS 3/1/2026 - 3/31/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	03/31/2026	03/31/2026	Total Dividend Reinvestment	\$0.00	\$1,478.38	\$1.000	1,478.380
				\$0.00	\$1,478.38		1,478.380

Beginning Market Value: \$484,364.28 | Ending Market Value: \$485,842.66



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

3/31/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
IS				03/31/2026		IS Account Balance	\$485,842.66	3.594%	\$1.000	485,842.660	\$485,842.66
							\$485,842.66			485,842.660	\$485,842.66

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%	\$485,842.66	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

Minnesota ISD #414

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

3/1/2026 - 3/31/2026

Investment Pool Summary		IS
Beginning Market Balance		\$432,922.79
Dividends		\$1,321.35
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$434,244.14
Average Monthly Rate		3.594%
NAV / Share Price		1.000
Total		\$434,244.14
Total Fixed Income		\$1,651,400.00
Account Total		\$2,085,644.14

Your Representative(s)

Xander Nguyen

(612) 509-2564

xander.nguyen@ptma.com

Steve Pumper

(612) 509-2565

steve.pumper@ptma.com

Representatives are associated with PMA Securities, LLC

Minnesota ISD #414

504 N. Monroe St.
Minnesota, MN 56264



PTMA Financial Solutions

2135 City Gate Lane, 7th Floor
Naperville, IL 60563



MNTrust Monthly Statement

Minnesota ISD #414

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

IS 3/1/2026 - 3/31/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	03/31/2026	03/31/2026	Total Dividend Reinvestment	\$0.00	\$1,321.35	\$1.000	1,321.350
				\$0.00	\$1,321.35		1,321.350

Beginning Market Value: \$432,922.79 | Ending Market Value: \$434,244.14



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

3/31/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
IS				03/31/2026		IS Account Balance	\$434,244.14	3.594%	\$1.000	434,244.140	\$434,244.14
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	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	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	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	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
							\$2,085,644.14			2,182,414.230	\$2,085,644.14

Time and Dollar Weighted Average Portfolio Yield: 3.499%

Weighted Average Portfolio Maturity: 526.20 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	20.821%	\$434,244.14	IS Account
CD	79.179%	\$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.

Minneota Public School
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$688,716.86
02	Food Service Fund	\$34,787.90
04	Community Service	\$13,209.91
07	Debt Service Fund	\$1,200.00
Report Total		\$737,914.67

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	00127			COMMISSIONER OF REVENUE		Wire		
			B 01 215 013	ST TAX			\$2,828.03	
PO#:	Voucher #:	52105	Invoice	Invoice No: S202617S0	3/10/2026	Paid Amt:	\$2,828.03	
			B 01 215 013	ST TAX			\$6,171.64	
PO#:	Voucher #:	52085	Invoice	Invoice No: S2026170	3/10/2026	Paid Amt:	\$6,171.64	
						Check Amount:	\$8,999.67	
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire		
			B 01 215 017	PERA			\$7,936.15	
PO#:	Voucher #:	52086	Invoice	Invoice No: S2026170	3/10/2026	Paid Amt:	\$7,936.15	
			B 01 215 017	PERA			\$43.77	
PO#:	Voucher #:	52106	Invoice	Invoice No: S202617S0	3/10/2026	Paid Amt:	\$43.77	
						Check Amount:	\$7,979.92	
SBT	00710			TEACHERS RETIREMENT		Wire		
			B 01 215 018	TRA			\$14,585.61	
PO#:	Voucher #:	52107	Invoice	Invoice No: S202617S0	3/10/2026	Paid Amt:	\$14,585.61	
			B 01 215 018	TRA			\$24,756.10	
PO#:	Voucher #:	52088	Invoice	Invoice No: S2026170	3/10/2026	Paid Amt:	\$24,756.10	
						Check Amount:	\$39,341.71	
SBT	3017			EFTPS		Wire		
			B 01 215 010	FICA/MD			\$29,285.98	
			B 01 215 011	FED TAX			\$9,684.83	
PO#:	Voucher #:	52083	Invoice	Invoice No: S2026170	3/10/2026	Paid Amt:	\$38,970.81	
			B 01 215 010	FICA/MD			\$12,665.68	
			B 01 215 011	FED TAX			\$4,595.04	
PO#:	Voucher #:	52104	Invoice	Invoice No: S202617S0	3/10/2026	Paid Amt:	\$17,260.72	
						Check Amount:	\$56,231.53	
SBT	3022			Common Remitter		Wire		
			B 01 215 005	PAYANNU			\$598.41	
PO#:	Voucher #:	52082	Invoice	Invoice No: S2026170	3/10/2026	Paid Amt:	\$598.41	
			B 01 215 005	PAYANNU			\$200.34	
PO#:	Voucher #:	52087	Invoice	Invoice No: S2026170	3/10/2026	Paid Amt:	\$200.34	
			B 01 215 005	PAYANNU			\$5,742.38	
PO#:	Voucher #:	52089	Invoice	Invoice No: S2026170	3/10/2026	Paid Amt:	\$5,742.38	
						Check Amount:	\$6,541.13	
SBT	2313			Educators Benefit Consultants		Wire		
			B 01 215 035	HSA Employee Deduction			\$2,123.55	
			B 01 215 085	MED FSA			\$716.67	

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	2313			Educators Benefit Consultants		Wire			
		B 01 215 086			PAYROLL DEDUCTIONS		\$695.83		
PO#:	Voucher #:	52081	Invoice	Invoice No: S2026170	3/10/2026			Paid Amt:	\$3,536.05
								Check Amount:	\$3,536.05
SBT	00127			COMMISSIONER OF REVENUE		Wire			
		B 01 215 013			ST TAX		\$6,700.17		
PO#:	Voucher #:	52134	Invoice	Invoice No: S2026180	3/25/2026			Paid Amt:	\$6,700.17
								Check Amount:	\$6,700.17
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
		B 01 215 017			PERA		\$8,083.68		
PO#:	Voucher #:	52135	Invoice	Invoice No: S2026180	3/25/2026			Paid Amt:	\$8,083.68
								Check Amount:	\$8,083.68
SBT	00710			TEACHERS RETIREMENT		Wire			
		B 01 215 018			TRA		\$25,271.14		
PO#:	Voucher #:	52137	Invoice	Invoice No: S2026180	3/25/2026			Paid Amt:	\$25,271.14
								Check Amount:	\$25,271.14
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 #:	52130	Invoice	Invoice No: S2026180	3/25/2026			Paid Amt:	\$3,536.05
								Check Amount:	\$3,536.05
SBT	3017			EFTPS		Wire			
		B 01 215 010			FICA/MD		\$30,524.96		
		B 01 215 011			FED TAX		\$10,538.99		
PO#:	Voucher #:	52132	Invoice	Invoice No: S2026180	3/25/2026			Paid Amt:	\$41,063.95
								Check Amount:	\$41,063.95
SBT	3022			Common Remitter		Wire			
		B 01 215 005			PAYANNU		\$5,842.38		
PO#:	Voucher #:	52138	Invoice	Invoice No: S2026180	3/25/2026			Paid Amt:	\$5,842.38
		B 01 215 005			PAYANNU		\$200.34		
PO#:	Voucher #:	52136	Invoice	Invoice No: S2026180	3/25/2026			Paid Amt:	\$200.34
		B 01 215 005			PAYANNU		\$798.41		
PO#:	Voucher #:	52131	Invoice	Invoice No: S2026180	3/25/2026			Paid Amt:	\$798.41
								Check Amount:	\$6,841.13

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire		
			B 01 215 027	Group Health - Payroll Deduction			\$36,735.26	
PO#:	Voucher #:	52153	Invoice	Invoice No: March 3	3/25/2026	Paid Amt:	\$36,735.26	
						Check Amount:	\$36,735.26	
SBT	4275			Northeast Service Coop		Wire		
			B 01 215 032	Group Dental - Payroll Deduction			\$2,485.00	
PO#:	Voucher #:	52152	Invoice	Invoice No: 2651	3/25/2026	Paid Amt:	\$2,485.00	
						Check Amount:	\$2,485.00	
SBT	2819			EMC Insurance Companies		Wire		
			E 01 005 760 000 720 340	Auto Insurance			\$669.69	
			E 01 005 940 000 000 340	Property, Liability			\$5,889.37	
PO#:	Voucher #:	52157	Invoice	Invoice No: 7002753620	3/27/2026	Paid Amt:	\$6,559.06	
						Check Amount:	\$6,559.06	
SBT	3034			elan Corporate		Wire		
			E 01 300 298 000 000 401	Baseball/Softball Scorebooks			\$60.00	
			E 01 300 298 000 000 401	Softball Rules Book 2026			\$16.00	
			E 01 300 298 000 000 401	Baseball Case Book 2026			\$8.00	
			E 01 300 298 000 000 401	Baseball Rules Book 2026			\$16.00	
			E 01 300 298 000 000 401	Softball Case Book 2026			\$8.00	
			E 01 300 298 000 000 401	MSHSL Shipping Fee			\$14.58	
PO#:	11407	Voucher #:	52190	Invoice	Invoice No: Feb/Mar 26 Stmt	3/31/2026	Paid Amt:	\$122.58
			E 01 300 260 000 000 430	470001-538			\$174.99	
			E 01 300 260 000 000 430	470001-534			\$124.95	
			E 01 300 260 000 000 430	470001-382			\$41.97	
			E 01 300 260 000 000 430	Freight			\$90.24	
PO#:	11402	Voucher #:	52191	Invoice	Invoice No: Feb/Mar 26 Stmt	3/31/2026	Paid Amt:	\$432.15
			E 01 300 292 209 000 401	DELUXE Bumper Kit RP-2091			\$299.00	
			E 01 300 292 209 000 401	Freight			\$41.16	
PO#:	11405	Voucher #:	52192	Invoice	Invoice No: Feb/Mar 26 Stmt	3/31/2026	Paid Amt:	\$340.16
			E 01 300 292 209 000 401	laser cut parts			\$240.17	
PO#:	11414	Voucher #:	52193	Invoice	Invoice No: Feb/Mar 26 Stmt	3/31/2026	Paid Amt:	\$240.17
			E 01 300 292 209 000 401	Grapple Robotics MitoCANdria			\$239.33	
PO#:	11418	Voucher #:	52194	Invoice	Invoice No: Feb/Mar 26 Stmt	3/31/2026	Paid Amt:	\$239.33
			E 01 100 203 023 000 430	L Damm Classroom Supplies			\$46.55	
			E 01 100 203 034 000 430	S Domeier Classroom Supplies			\$189.90	
			E 01 100 203 033 000 430	K Buysse Classroom Supplies			\$12.50	
			E 01 100 203 032 000 430	E Walerius Classroom Supplies			\$110.17	

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	3034			elan Corporate		Wire
			E 01	100 203 027 000 430	S Stassen Classroom Supplies	\$68.86
			E 01	100 219 000 317 430	S Guza Classroom Supplies	\$157.14
			E 01	300 211 000 000 405	Securely Pass System	\$1,390.00
			E 01	100 203 000 000 401	Elementary Supplies	\$273.43
			E 01	005 640 000 316 366	Staff Development - All Levels	\$3,718.53
			E 01	005 257 000 000 401	Technology Supplies	\$382.71
			E 01	300 292 209 000 401	Robotics Supplies	\$801.17
			E 01	300 298 239 000 401	Concessions	\$51.98
			E 01	100 258 233 000 430	Elementary Music Sheets	\$149.50
			E 01	100 203 000 000 401	Elementary Supplies	\$40.52
			E 01	300 292 209 000 401	Maker Bot Supplies	\$155.51
			E 01	300 212 000 000 430	Art Supplies	\$191.93
			E 01	005 110 000 000 401	Admin Subscriptions - Supplies	\$67.74
			E 01	100 203 000 000 405	READ Act Dollars	\$345.40
			E 01	300 294 215 000 401	Batting Cages	\$1,275.00
			E 01	300 260 000 000 430	Science Supplies	\$73.71
			E 01	300 294 221 000 369	State Wrestling	\$11,883.56
			E 02	005 770 000 701 401	Kitchen Supplies	\$26.32
			E 01	300 710 000 000 461	MCA Testing	\$65.18
			E 01	300 292 236 035 401	Speech Supplies	\$425.45
			E 01	005 110 000 000 401	Office Supplies	\$363.85
			E 01	005 010 000 000 305	Job Posting Argus Leader	\$1,243.97
PO#:	Voucher #:	52195	Invoice	Invoice No: Feb/Mar 26 Stmt	3/31/2026	Paid Amt: \$23,510.58
			E 01	300 331 000 830 433	Carls Perkins	\$24.82
			E 01	300 211 000 000 401	JUNIOR CLASS	\$23.63
			E 01	300 296 213 000 369	GBB Booster Hotel Rooms	\$975.68
			E 01	300 211 000 000 401	JUNIOR CLASS	\$76.00
			E 01	300 211 000 000 401	SENIOR CLASS	\$32.66
PO#:	Voucher #:	52196	Invoice	Invoice No: Feb/Mar 26 Stmt	3/31/2026	Paid Amt: \$1,132.79
			E 01	100 203 000 000 401	Horizontal bookshel (white desk for my curricul	\$89.99
PO#: 11406	Voucher #:	52188	Invoice	Invoice No: Feb/Mar 26 Stmt	3/31/2026	Paid Amt: \$89.99
			E 01	300 341 000 830 430	HP Universal Bond Paper, 2 Roll Bundle (24" x 1	\$60.69
			E 01	300 341 000 830 430	712XL Ink Cartridges Compatible Replacement I	\$67.99
PO#: 11410	Voucher #:	52189	Invoice	Invoice No: Feb/Mar 26 Stmt	3/31/2026	Paid Amt: \$128.68
						Check Amount: \$26,236.43

Minneota Public School
Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	3034			elan Corporate		Wire
		E 01	100 203 000 000 401	Walmart Receipt - ELEM Card		\$92.07
		E 01	100 203 000 000 401	Amazon Receipt - ELEM Card		\$76.95
		E 01	005 640 000 316 366	HyVee Receipt - HS Card		\$117.18
		E 01	300 292 209 000 401	Robotics Supplies - Food		\$56.91
		E 01	005 640 000 316 366	Staff Development - All Levels - DO Card		\$200.00
		E 01	300 211 000 000 401	JUNIOR CLASS - Anderson		\$1,582.85
		E 01	300 211 000 000 401	Credit Adjustment		(\$7.21)
PO#:	Voucher #:	52197	Invoice	Invoice No: Feb/Mar 26 Stmt	3/31/2026	Paid Amt: \$2,118.75
						Check Amount: \$2,118.75
SBT	3034			elan Corporate		Wire
		E 01	300 331 000 830 433	Webstaurant Store - Carl Perkins		\$1,072.90
PO#:	Voucher #:	52198	Invoice	Invoice No: Carl Perkins	3/31/2026	Paid Amt: \$1,072.90
						Check Amount: \$1,072.90
SBT	00127			COMMISSIONER OF REVENUE		Wire
		B 01	215 013	ST TAX		\$7,572.73
PO#:	Voucher #:	52243	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt: \$7,572.73
						Check Amount: \$7,572.73
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire
		B 01	215 017	PERA		\$9,141.89
PO#:	Voucher #:	52244	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt: \$9,141.89
						Check Amount: \$9,141.89
SBT	00710			TEACHERS RETIREMENT		Wire
		B 01	215 018	TRA		\$27,341.15
PO#:	Voucher #:	52246	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt: \$27,341.15
						Check Amount: \$27,341.15
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 #:	52239	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt: \$3,536.05
						Check Amount: \$3,536.05
SBT	3017			EFTPS		Wire
		B 01	215 010	FICA/MD		\$33,404.42

Minneota Public School
Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	3017			EFTPS		Wire			
			B 01 215 011	FED TAX			\$12,676.00		
PO#:	Voucher #:	52241	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt:	\$46,080.42		
						Check Amount:	\$46,080.42		
SBT	3022			Common Remitter		Wire			
			B 01 215 005	PAYANNU			\$5,842.38		
PO#:	Voucher #:	52247	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt:	\$5,842.38		
			B 01 215 005	PAYANNU			\$200.34		
PO#:	Voucher #:	52245	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt:	\$200.34		
			B 01 215 005	PAYANNU			\$798.41		
PO#:	Voucher #:	52240	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt:	\$798.41		
						Check Amount:	\$6,841.13		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	MM PERA Benefits			\$69.42		
			B 01 215 017	DK PERA Benefits			\$58.15		
			B 01 215 017	DB PERA Benefits			\$60.60		
PO#:	Voucher #:	52249	Invoice	Invoice No: 1850-00	4/13/2026	Paid Amt:	\$188.17		
						Check Amount:	\$188.17		
SBT	53030	4009		AG PLUS COOPERATIVE		Check			
			E 01 005 760 000 720 440	Bus Fuel			\$531.28		
			E 01 005 760 000 720 440	Van Fuel			\$316.07		
			E 01 005 760 000 720 440	Building Fuel 5002 @ 2.39			\$11,954.78		
			E 01 005 760 000 720 440	Building Fuel 5002 @ 2.39			(\$11,954.78)		
			E 01 005 810 192 000 440	Building Fuel 5002 @ 2.39			\$11,954.78		
PO#:	Voucher #:	52097	Invoice	Invoice No: 2/28/26 Stmt	3/10/2026	Paid Amt:	\$12,802.13		
						Check Amount:	\$12,802.13		
SBT	53031	4686		Alicia Vis		Check			
			R 04 005 505 283 321 050	Babysitting Class Refund			\$35.00		
PO#:	Voucher #:	52100	Invoice	Invoice No: Babysitting Refund	3/10/2026	Paid Amt:	\$35.00		
						Check Amount:	\$35.00		
SBT	53032	00092		CARLSON & STEWART REFRIG		Check			
			E 02 005 770 000 701 350	Walk in Freezer - Loud Noise			\$504.01		
PO#:	Voucher #:	52094	Invoice	Invoice No: 75728	3/10/2026	Paid Amt:	\$504.01		
						Check Amount:	\$504.01		

Minneota Public School

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53033	4685		FOTO		Check		
			E 01	100 790 000 000 369	Children Concert - 3rd & 4th		\$76.00	
PO#:	Voucher #:	52093	Invoice	Invoice No:	Children Concert	3/10/2026		Paid Amt: \$76.00
								Check Amount: \$76.00
SBT	53034	4529		Lyon County 4-H Federation		Check		
			E 04	005 505 283 321 401	Babysitting Clinic		\$275.00	
PO#:	Voucher #:	52096	Invoice	Invoice No:	Babysitting Clinic	3/10/2026		Paid Amt: \$275.00
								Check Amount: \$275.00
SBT	53035	4687		Mikayla Husted		Check		
			R 04	005 505 283 321 050	Babysitting Class Refund		\$35.00	
PO#:	Voucher #:	52101	Invoice	Invoice No:	Babysitting Refund	3/10/2026		Paid Amt: \$35.00
								Check Amount: \$35.00
SBT	53036	01568		Minneota Education Minnesota Organization		Check		
			B 01	215 028	DUES		\$1,298.98	
PO#:	Voucher #:	52084	Invoice	Invoice No:	S2026170	3/10/2026		Paid Amt: \$1,298.98
								Check Amount: \$1,298.98
SBT	53037	00560		OTTERTAIL POWER CO		Check		
			E 01	005 810 184 000 330	School Building Electricity		\$5,974.90	
			E 01	005 810 192 000 330	Ballfield Electricity		\$240.49	
			E 01	005 810 192 000 330	Liftump Electricity		\$35.89	
			E 01	005 810 192 000 330	Garage Electricity		\$28.76	
PO#:	Voucher #:	52095	Invoice	Invoice No:	2/28/26 Stmt	3/10/2026		Paid Amt: \$6,280.04
								Check Amount: \$6,280.04
SBT	53038	4018		PEMBERTON LAW, P.L.L.P		Check		
			E 01	005 010 000 000 305	Professionals Services		\$4,580.60	
PO#:	Voucher #:	52103	Invoice	Invoice No:	65	3/10/2026		Paid Amt: \$4,580.60
			E 01	005 010 000 000 305	Professional Services		\$447.00	
PO#:	Voucher #:	52102	Invoice	Invoice No:	66	3/10/2026		Paid Amt: \$447.00
								Check Amount: \$5,027.60
SBT	53039	2474		School Nurse Supply, Inc.		Check		
			E 01	005 720 000 000 401	#06450 Halyard Lavender Nitrile Powder-Free E:		\$86.85	
			E 01	005 720 000 000 401	#23480 https://schoolnursesupplyinc.com/produ		\$116.00	
			E 01	005 720 000 000 401	#20231 Non-Woven Disposable Covers		\$38.00	
			E 01	005 720 000 000 401	#23637 Economy Gel Cold Pack - 4" x 7"		\$2.90	
			E 01	005 720 000 000 401	#29940 Plastic Cups 5oz		\$23.45	

Minneota Public School
Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	53039	2474		School Nurse Supply, Inc.		Check			
			E 01 005 720 000 000 401	#16243 Sani-Cloth AF3 (Alcohol-Free) Germicid			\$32.97		
PO#:	11411	Voucher #:	52092	Invoice	Invoice No: INV1084327		3/10/2026	Paid Amt:	\$300.17
								Check Amount:	\$300.17
SBT	53040	3511		SCOTT MONSON		Check			
			E 01 300 294 221 000 366	Admin - State Wrestling Expenses			\$294.63		
PO#:		Voucher #:	52098	Invoice	Invoice No: State Wrestling		3/10/2026	Paid Amt:	\$294.63
								Check Amount:	\$294.63
SBT	53041	4387		Stacy Fier		Check			
			R 04 005 505 283 321 050	Babysitting Class Refund			\$35.00		
PO#:		Voucher #:	52099	Invoice	Invoice No: Babysitting Refund		3/10/2026	Paid Amt:	\$35.00
								Check Amount:	\$35.00
SBT	53042	00505		THE MINNEOTA MASCOT		Check			
			E 01 005 010 000 000 305	School Board Minutes - January 21, 2026			\$154.00		
PO#:		Voucher #:	52091	Invoice	Invoice No: 91890		3/10/2026	Paid Amt:	\$154.00
								Check Amount:	\$154.00
SBT	53043	3864		US BANK		Check			
			E 07 005 910 000 000 790	2018A Bond Maintenance			\$625.00		
PO#:		Voucher #:	52090	Invoice	Invoice No: 8084076		3/10/2026	Paid Amt:	\$625.00
								Check Amount:	\$625.00
SBT	53044	01568		Minneota Education Minnesota Organization		Check			
			B 01 215 028	DUES			\$1,298.98		
PO#:		Voucher #:	52017	Invoice	Invoice No: S2026160		3/10/2026	Paid Amt:	\$1,298.98
								Check Amount:	\$1,298.98
SBT	53046	00240		Brad's Market		Check			
			E 01 300 298 239 000 401	Concessions			\$145.20		
			E 04 005 582 000 344 401	School Readiness Supplies			\$79.31		
			E 01 100 203 035 000 401	Viking Valor			\$78.30		
			E 02 005 770 000 701 401	Food Service - Supplies			\$68.96		
			E 02 005 770 000 701 490	Food Service			\$909.88		
			E 02 005 770 000 701 490	Food Service - Bread			\$1,492.90		
			E 01 300 250 000 000 430	FACS Class - JH			\$81.19		
			E 01 300 301 000 830 433	FACS Class Supplies			\$275.35		
PO#:		Voucher #:	52114	Invoice	Invoice No: 2/28/26 Stmt		3/13/2026	Paid Amt:	\$3,131.09
								Check Amount:	\$3,131.09

Minneota Public School

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53047	4381		Data Processing Design Inc.		Check		
			E 01 005 810 000 000 320	Monthly Usage Statement		\$25.23		
PO#:	Voucher #:	52110	Invoice	Invoice No: EGOLD-12187314	3/13/2026		Paid Amt:	\$25.23
							Check Amount:	\$25.23
SBT	53048	01527		FRANKS ELECTRIC & PLUMBING INC		Check		
			E 01 005 865 000 381 350	Broken Faucet - Art Room		\$849.50		
PO#:	Voucher #:	52115	Invoice	Invoice No: 27312-C	3/13/2026		Paid Amt:	\$849.50
			E 01 005 865 000 381 350	Drinking Fountain & Lazer Cutter		\$798.16		
PO#:	Voucher #:	52116	Invoice	Invoice No: 27322-C	3/13/2026		Paid Amt:	\$798.16
							Check Amount:	\$1,647.66
SBT	53049	4336		Jessica Verly		Check		
			E 01 005 760 000 723 360	Transportation Agreement - 3/2 through 3/10		\$717.03		
PO#:	Voucher #:	52109	Invoice	Invoice No: 3/2 - 3/10	3/13/2026		Paid Amt:	\$717.03
							Check Amount:	\$717.03
SBT	53050	00332		MARSHALL INDEPENDENT		Check		
			E 01 005 010 000 000 305	High School Principal Posting		\$470.59		
PO#:	Voucher #:	52112	Invoice	Invoice No: 085332	3/13/2026		Paid Amt:	\$470.59
							Check Amount:	\$470.59
SBT	53051	3733		Shayna Schreiber		Check		
			E 01 005 110 000 000 401	ACH Payroll Fail - Bounce Back to Account		\$335.41		
PO#:	Voucher #:	52108	Invoice	Invoice No: ACH Fail	3/13/2026		Paid Amt:	\$335.41
							Check Amount:	\$335.41
SBT	53052	4650		Spirit Box LLC		Check		
			E 01 300 341 000 830 460	Spirit Box Vending Machine		\$14,925.00		
PO#:	Voucher #:	52113	Invoice	Invoice No: 2611	3/13/2026		Paid Amt:	\$14,925.00
							Check Amount:	\$14,925.00
SBT	53053	4421		Alexandria Technical & Community College		Check		
			E 01 300 211 000 000 390	Spring PSEO 2026		\$33,366.96		
PO#:	Voucher #:	52121	Invoice	Invoice No: Spring 2026 PSEO	3/18/2026		Paid Amt:	\$33,366.96
							Check Amount:	\$33,366.96
SBT	53054	3695		AP Design		Check		
			E 01 300 294 213 000 401	Basketball Banner Resin		\$53.25		
			E 01 300 294 213 000 401	Basketball Awards		\$36.80		
PO#:	Voucher #:	52118	Invoice	Invoice No: 98871	3/18/2026		Paid Amt:	\$90.05
			E 01 300 296 213 000 401	Basketball Banner Resin		\$57.75		

Minneota Public School

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53054	3695		AP Design		Check		
			E 01	300 296 213 000 401	Basketball Awards		\$41.05	
PO#:	Voucher #:	52119	Invoice	Invoice No: 99817	3/18/2026	Paid Amt:	\$98.80	
						Check Amount:	\$188.85	
SBT	53055	2347		Avera Marshall Regional Med Ct		Check		
			E 01	300 298 000 000 305	Athletic Training - 1/25/26 through 2/21/2026		\$1,801.60	
PO#:	Voucher #:	52122	Invoice	Invoice No: C-0950	3/18/2026	Paid Amt:	\$1,801.60	
						Check Amount:	\$1,801.60	
SBT	53056	01795		COUNTRYSIDE GOLF		Check		
			E 01	300 292 225 000 401	2026 Golf Course Fees		\$400.00	
PO#:	Voucher #:	52117	Invoice	Invoice No: 2026 Golf Course Fee	3/18/2026	Paid Amt:	\$400.00	
						Check Amount:	\$400.00	
SBT	53057	2716		Dawson-Boyd Arts Association		Check		
			E 01	100 790 000 000 369	The Boy Who Grew Flowers		\$1,128.00	
PO#:	Voucher #:	52120	Invoice	Invoice No: Field Trip	3/18/2026	Paid Amt:	\$1,128.00	
						Check Amount:	\$1,128.00	
SBT	53058	4374		Granite Telecommunications		Check		
			E 01	005 810 000 000 320	Monthly Usage		\$170.31	
PO#:	Voucher #:	52127	Invoice	Invoice No: 737087713	3/18/2026	Paid Amt:	\$170.31	
						Check Amount:	\$170.31	
SBT	53059	00505		THE MINNEOTA MASCOT		Check		
			E 01	005 010 000 000 305	Invoice 91749 - Help Wanted		\$36.00	
			E 01	005 010 000 000 305	Invoice 91750 - Help Wanted		\$138.00	
			E 01	005 010 000 000 305	Invoice 91789 - Help Wanted		\$36.00	
			E 01	005 010 000 000 305	Invoice 91790 - Help Wanted		\$138.00	
			E 01	005 010 000 000 305	Invoice 91906 - Help Wanted		\$168.00	
			E 01	005 010 000 000 305	Invoice 91907 - Help Wanted		\$120.00	
			E 01	005 010 000 000 305	Invoice 91908 - Help Wanted		\$96.00	
			E 01	005 010 000 000 305	Invoice 91909 - Help Wanted		\$150.00	
PO#:	Voucher #:	52123	Invoice	Invoice No: 3/16/26 Stmt	3/18/2026	Paid Amt:	\$882.00	
						Check Amount:	\$882.00	
SBT	53060	00286		YELLOW MEDICINE EAST		Check		
			E 01	300 790 000 313 305	FY26 Integration Director - 10% Final Revenue		\$3,441.70	
PO#:	Voucher #:	52126	Invoice	Invoice No: 1028	3/18/2026	Paid Amt:	\$3,441.70	
						Check Amount:	\$3,441.70	

Minneota Public School
Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53061	00380		Johnson Controls Building Solutions LLC		Check		
			E 01	005 865 000 380 305	April 2026 through June 2026		\$6,148.00	
PO#:	Voucher #:	52129	Invoice	Invoice No: 1-137391982179	3/19/2026	Paid Amt:	\$6,148.00	
						Check Amount:	\$6,148.00	
SBT	53062	3303		Legal Shield		Check		
			B 01	215 033	Group Legal - Payroll Deduction		\$181.40	
PO#:	Voucher #:	52124	Invoice	Invoice No: 03/15/2026	3/19/2026	Paid Amt:	\$181.40	
						Check Amount:	\$181.40	
SBT	53063	1080		MN NCPERS Life Insurance		Check		
			B 01	215 025	SB Life - Payroll Deduction		\$16.00	
PO#:	Voucher #:	52125	Invoice	Invoice No: 185001042026	3/19/2026	Paid Amt:	\$16.00	
						Check Amount:	\$16.00	
SBT	53064	2634		Toledo Physical Education		Check		
			E 01	100 240 000 000 430	PBSET - 6 Color set playballs		\$91.99	
			E 01	100 240 000 000 430	G725SET 6-Color Ultra Skin Allround		\$131.99	
			E 01	100 240 000 000 430	62552 8" Lollipop paddle		\$111.98	
			E 01	100 240 000 000 430	166210 Super-Safe Hockey Puck		\$34.95	
PO#: 11417	Voucher #:	52128	Invoice	Invoice No: 357196-00	3/19/2026	Paid Amt:	\$370.91	
						Check Amount:	\$370.91	
SBT	53065	01568		Minneota Education Minnesota Organization		Check		
			B 01	215 028	DUES		\$1,298.98	
PO#:	Voucher #:	52133	Invoice	Invoice No: S2026180	3/25/2026	Paid Amt:	\$1,298.98	
						Check Amount:	\$1,298.98	
SBT	53066	4690		Chris Miller		Check		
			E 01	300 298 000 000 305	Large Group Judge		\$160.00	
			E 01	300 298 000 000 305	Judge Mileage		\$37.00	
PO#:	Voucher #:	52139	Invoice	Invoice No: Large Group Judge	3/24/2026	Paid Amt:	\$197.00	
						Check Amount:	\$197.00	
SBT	53067	3658		BEN STEWART		Check		
			E 01	300 292 236 035 401	Full Tournament Services		\$300.00	
PO#:	Voucher #:	52140	Invoice	Invoice No: 13228	3/25/2026	Paid Amt:	\$300.00	
						Check Amount:	\$300.00	
SBT	53068	3861		CASH		Check		
			E 01	300 292 207 000 369	FCCLA State Cash		\$375.00	
PO#:	Voucher #:	52141	Invoice	Invoice No: FCCLA State	3/25/2026	Paid Amt:	\$375.00	
						Check Amount:	\$375.00	

Minneota Public School
Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	53069	3861		CASH		Check			
			E 01	300 341 000 830 430	Vending Machine - Start Up Funds	\$99.00			
PO#:	Voucher #:	52142	Invoice	Invoice No:	Vending Machine Cash	3/25/2026	Paid Amt:	\$99.00	
							Check Amount:	\$99.00	
SBT	53070	3652		Luverne Speech		Check			
			E 01	300 292 236 035 369	Speech Invite	\$28.00			
PO#:	Voucher #:	52147	Invoice	Invoice No:	Speech Invite	3/25/2026	Paid Amt:	\$28.00	
							Check Amount:	\$28.00	
SBT	53071	4234		NIELSON LANES		Check			
			E 01	100 790 000 000 369	5th & 6th AR Bowling	\$312.00			
PO#:	Voucher #:	52144	Invoice	Invoice No:	5th & 6th AR	3/25/2026	Paid Amt:	\$312.00	
							Check Amount:	\$312.00	
SBT	53072	1788		PIPESTONE ISD #2689		Check			
			E 01	300 292 236 035 369	Speech Invite	\$84.00			
PO#:	Voucher #:	52146	Invoice	Invoice No:	Speech Invite	3/25/2026	Paid Amt:	\$84.00	
							Check Amount:	\$84.00	
SBT	53073	1159		REDWOOD VALLEY HIGH SCHOOL		Check			
			E 01	300 292 236 035 369	Speech Invite	\$70.00			
PO#:	Voucher #:	52148	Invoice	Invoice No:	Speech Invite	3/25/2026	Paid Amt:	\$70.00	
							Check Amount:	\$70.00	
SBT	53074	01833		RTR PUBLIC SCHOOL		Check			
			E 01	300 292 236 035 369	Speech Invite	\$70.00			
PO#:	Voucher #:	52145	Invoice	Invoice No:	Speech Invite	3/25/2026	Paid Amt:	\$70.00	
							Check Amount:	\$70.00	
SBT	53075	00255		SOUTHWEST GLASS CENTER		Check			
			E 01	005 810 000 000 401	Single Cut Key - Schlage	\$40.00			
			E 01	005 810 000 000 401	Key Stamp	\$5.00			
PO#:	Voucher #:	52149	Invoice	Invoice No:	114161	3/25/2026	Paid Amt:	\$45.00	
							Check Amount:	\$45.00	
SBT	53076	00505		THE MINNEOTA MASCOT		Check			
			E 01	005 010 000 000 305	School Board Minutes - 12/17, 1/7, 1/7, 2/18, 3/4	\$546.00			
PO#:	Voucher #:	52143	Invoice	Invoice No:	92068	3/25/2026	Paid Amt:	\$546.00	
							Check Amount:	\$546.00	
SBT	53077	4322		AFSCME		Check			
			B 01	215 080	3/10 Dues	\$405.25			

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	53077	4322		AFSCME		Check			
			B 01 215 080		3/25 Dues		\$405.25		
PO#:	Voucher #:	52154	Invoice	Invoice No:	March 26 Dues	3/25/2026		Paid Amt:	\$810.50
								Check Amount:	\$810.50
SBT	53078	00017		AMERICAN FAMILY ASSURANCE		Check			
			B 01 215 026		Group Life & Cancer - Payroll Deduction		\$1,168.00		
PO#:	Voucher #:	52156	Invoice	Invoice No:	275699	3/25/2026		Paid Amt:	\$1,168.00
								Check Amount:	\$1,168.00
SBT	53079	2490		USable Life		Check			
			B 01 215 027		Group Life - Payroll Deduction		\$44.80		
PO#:	Voucher #:	52151	Invoice	Invoice No:	0006666697	3/25/2026		Paid Amt:	\$44.80
			B 01 215 027		Group Life - Payroll Deduction		\$109.20		
PO#:	Voucher #:	52150	Invoice	Invoice No:	0006666705	3/25/2026		Paid Amt:	\$109.20
								Check Amount:	\$154.00
SBT	53080	4518		VSP Insurance Co (CT)		Check			
			B 01 215 034		Group Vision - Payroll Deduction		\$215.78		
PO#:	Voucher #:	52155	Invoice	Invoice No:	824811291	3/25/2026		Paid Amt:	\$215.78
								Check Amount:	\$215.78
SBT	53081	4694		Alondra Leon Flores		Check			
			E 01 300 292 236 035 305		Speech Judging		\$125.00		
PO#:	Voucher #:	52173	Invoice	Invoice No:	Speech Judging	3/27/2026		Paid Amt:	\$125.00
								Check Amount:	\$125.00
SBT	53082	1923		BLICK ART MATERIALS, LLC		Check			
			E 01 300 212 000 000 430		Blick Canvas Pad - 18"x24" - 10 sheets		\$194.10		
			E 01 300 212 000 000 430		Blick Sculpture Wire - 14-gauge, 350 ft Spool		\$242.40		
			E 01 300 212 000 000 430		Wide-Notch Cardboard Looms - Pkg of 12, 3.25		\$36.84		
PO#:	Voucher #:	52161	Invoice	Invoice No:	7621468	3/27/2026		Paid Amt:	\$473.34
								Check Amount:	\$473.34
SBT	53083	3897		BRITNEY LATZIG		Check			
			E 01 300 292 236 035 305		Speech Judge		\$125.00		
PO#:	Voucher #:	52166	Invoice	Invoice No:	Speech Judge	3/27/2026		Paid Amt:	\$125.00
								Check Amount:	\$125.00
SBT	53084	4679		Carolyn Johnson		Check			
			E 01 300 292 236 035 305		Speech Judging		\$125.00		
PO#:	Voucher #:	52168	Invoice	Invoice No:	Speech Judging	3/27/2026		Paid Amt:	\$125.00
								Check Amount:	\$125.00

Minneota Public School

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53085	4099		Cole Papers Inc		Check
			E 01	005 810 000 000 401	Rear Blade, Red Gum Rubber	\$49.72
			E 01	005 810 000 000 401	Front Blade, Red Gum Rubber	\$29.88
			E 01	005 810 000 000 401	Scott Essential Universal Hi Cap Whit	\$349.80
			E 01	005 810 000 000 401	White Contour Trigger Sprayer	\$13.40
			E 01	005 810 000 000 401	Plastic Spray Bottle	\$10.00
PO#:	Voucher #:	52163	Invoice	Invoice No: 10696281	3/27/2026	Paid Amt: \$452.80
						Check Amount: \$452.80
SBT	53086	4094		ESJD - SIOUX FALLS		Check
			E 02	005 770 000 701 401	Milk	\$2,186.84
			E 02	005 770 000 701 401	Milk	(\$2,186.84)
			E 02	005 770 000 701 495	Milk	\$2,186.84
PO#:	Voucher #:	52180	Invoice	Invoice No: 3/31/26 Stmt	3/27/2026	Paid Amt: \$2,186.84
						Check Amount: \$2,186.84
SBT	53087	4691		Grafton School, Incorporate		Check
			E 01	005 640 000 316 366	Staff Development - TN	\$1,110.36
PO#:	Voucher #:	52159	Invoice	Invoice No: GIHN-INV-008707	3/27/2026	Paid Amt: \$1,110.36
						Check Amount: \$1,110.36
SBT	53088	4352		Jessica Moriarty		Check
			E 01	300 292 236 035 305	Speech Judging	\$250.00
PO#:	Voucher #:	52169	Invoice	Invoice No: Speech Judging	3/27/2026	Paid Amt: \$250.00
						Check Amount: \$250.00
SBT	53089	4336		Jessica Verly		Check
			E 01	005 760 000 723 360	Transportation Agreement - 3/11 through 3/19	\$721.38
PO#:	Voucher #:	52162	Invoice	Invoice No: 3/11 - 3/19	3/27/2026	Paid Amt: \$721.38
						Check Amount: \$721.38
SBT	53090	4581		Jocelyn Bitker		Check
			E 01	300 292 236 035 305	Speech Judging	\$250.00
PO#:	Voucher #:	52165	Invoice	Invoice No: Speech Judging	3/27/2026	Paid Amt: \$250.00
						Check Amount: \$250.00
SBT	53091	4465		Katie Jenson		Check
			E 01	300 292 236 035 305	Speech Judging	\$375.00
PO#:	Voucher #:	52167	Invoice	Invoice No: Speech Judge	3/27/2026	Paid Amt: \$375.00
						Check Amount: \$375.00

Minneota Public School

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	53092	4224		KATIE WALERIUS		Check			
			E 01	300 292 236 035 305	Speech Judging		\$125.00		
PO#:	Voucher #:	52171	Invoice	Invoice No:	Speech Judging	3/27/2026		Paid Amt:	\$125.00
								Check Amount:	\$125.00
SBT	53093	4126		KDS REPAIR LLC		Check			
			E 01	005 760 000 720 350	Blower Impeller		\$525.22		
PO#:	Voucher #:	52177	Invoice	Invoice No:	1724	3/27/2026		Paid Amt:	\$525.22
								Check Amount:	\$525.22
SBT	53094	4693		Keegan Spittle		Check			
			E 01	300 292 236 035 305	Speech Judging		\$125.00		
PO#:	Voucher #:	52172	Invoice	Invoice No:	Speech Judging	3/27/2026		Paid Amt:	\$125.00
								Check Amount:	\$125.00
SBT	53095	4695		Kent Williams		Check			
			E 04	005 505 290 321 401	Ammo 12G 2.75 in		\$799.00		
PO#:	Voucher #:	52179	Invoice	Invoice No:	Trap Rounds - Amm.	3/27/2026		Paid Amt:	\$799.00
								Check Amount:	\$799.00
SBT	53096	2738		Lyon County Auditor/Treasurer		Check			
			E 01	005 010 000 000 305	Property Taxes		\$50.00		
PO#:	Voucher #:	52176	Invoice	Invoice No:	28-108016-0	3/27/2026		Paid Amt:	\$50.00
								Check Amount:	\$50.00
SBT	53097	3949		MATT MYHRE		Check			
			E 01	005 110 000 000 401	ACH Fail - Retro Pay		\$18.46		
PO#:	Voucher #:	52158	Invoice	Invoice No:	ACH Fail	3/27/2026		Paid Amt:	\$18.46
								Check Amount:	\$18.46
SBT	53098	4692		MCC Speech Team		Check			
			E 01	300 292 236 035 369	Speech Invite		\$21.00		
PO#:	Voucher #:	52164	Invoice	Invoice No:	Speech Invite	3/27/2026		Paid Amt:	\$21.00
								Check Amount:	\$21.00
SBT	53099	4420		Northland Comm & Tech College		Check			
			E 01	300 211 000 000 390	Sale of Textbooks - OCHS Spring 2026		\$3,542.50		
PO#:	Voucher #:	52160	Invoice	Invoice No:	CI000000019418	3/27/2026		Paid Amt:	\$3,542.50
								Check Amount:	\$3,542.50
SBT	53100	00602		Performance Foodservice - Marshall		Check			
			E 02	005 770 000 701 490	Food Service		\$7,033.59		
			E 02	005 770 000 707 490	Ala Carte		\$211.50		

Minneota Public School
Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	53100	00602		Performance Foodservice - Marshall		Check			
			E 02	005 770 000 701 401			Suplies	\$928.12	
PO#:	Voucher #:	52174	Invoice	Invoice No: 3/31/26 Stmt	3/27/2026			Paid Amt: \$8,173.21	
								Check Amount: \$8,173.21	
SBT	53101	00892		SCHOOL SPECIALTY, INC		Check			
			E 01	100 203 000 000 401			Elementary Workroom Supplies	\$414.11	
PO#:	Voucher #:	52178	Invoice	Invoice No: 208136863370	3/27/2026			Paid Amt: \$414.11	
								Check Amount: \$414.11	
SBT	53102	4403		Sysco Western Minnesota, Inc.		Check			
			E 02	005 770 000 701 490			Food Service	\$11,849.39	
			E 02	005 770 000 707 490			Ala Carte	\$95.18	
PO#:	Voucher #:	52175	Invoice	Invoice No: 3/31/26 Stmt	3/27/2026			Paid Amt: \$11,944.57	
								Check Amount: \$11,944.57	
SBT	53103	4558		Wyatt Pohlen		Check			
			E 01	300 292 236 035 305			Speech Judging	\$125.00	
PO#:	Voucher #:	52170	Invoice	Invoice No: Speech Judging	3/27/2026			Paid Amt: \$125.00	
								Check Amount: \$125.00	
SBT	53104	02024		MN BCA		Check			
			E 01	005 110 000 000 401			SV Background Check	\$15.00	
PO#:	Voucher #:	52181	Invoice	Invoice No: SV Background Check	3/30/2026			Paid Amt: \$15.00	
								Check Amount: \$15.00	
SBT	53105	02024		MN BCA		Check			
			E 01	005 110 000 000 401			SS Background Check	\$15.00	
PO#:	Voucher #:	52182	Invoice	Invoice No: SS Background Check	3/30/2026			Paid Amt: \$15.00	
								Check Amount: \$15.00	
SBT	53106	4422		Asset Panda		Check			
			B 01	131 000			Asset Panda Asset Licenses - 3 Year (36 Month:	\$8,408.16	
			B 01	131 000			Asset Panda Archive Licenses	\$0.00	
PO#: 11382	Voucher #:	52183	Invoice	Invoice No: INV00011137	3/31/2026			Paid Amt: \$8,408.16	
								Check Amount: \$8,408.16	
SBT	53107	3558		ADVANCED HEALTH, SAFETY, & SECURITY		Check			
			E 01	005 810 192 000 530			NDAA Compliant Camera System Upgrade	\$35,073.03	
PO#:	Voucher #:	52186	Invoice	Invoice No: IN6298MN	3/31/2026			Paid Amt: \$35,073.03	
								Check Amount: \$35,073.03	

Minneota Public School

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53108	3695		AP Design		Check		
			E 01	300 292 225 000 401	End of Year - Golf Awards	\$220.20		
PO#:	Voucher #:	52184	Invoice	Invoice No: 99000	3/31/2026	Paid Amt:	\$220.20	
						Check Amount:	\$220.20	
SBT	53109	4492		GlowForge		Check		
			E 01	300 292 209 000 530	GlowForge Pro	\$5,999.00		
			E 01	300 292 209 000 530	GlowForge Accessory Kit	\$0.00		
			E 01	300 292 209 000 530	\$150 of Premium Proofgrade Materials	\$0.00		
PO#: 11380	Voucher #:	52187	Invoice	Invoice No: IN-845429	3/31/2026	Paid Amt:	\$5,999.00	
						Check Amount:	\$5,999.00	
SBT	53110	1926		LAKESHORE BASICS AND BEYOND		Check		
			E 01	100 219 000 317 430	Reading Comprehension Daily Practice Journal	\$28.74		
			E 01	100 219 000 317 430	Reading Comprehension Daily Practice Journal	\$28.74		
			E 01	100 219 000 317 430	Reading Comprehension Daily Practice Journal	\$28.74		
			E 01	100 219 000 317 430	https://www.lakeshorelearning.com/products/language-practice-journal	\$38.32		
			E 01	100 219 000 317 430	Daily Language Practice Journal - Gr. 3	\$28.74		
			E 01	100 219 000 317 430	Daily Language Practice Journal - Gr. 4 4.8 5 Re	\$23.95		
			E 01	100 219 000 317 430	Freight	\$26.58		
PO#: 11395	Voucher #:	52185	Invoice	Invoice No: 93581673	3/31/2026	Paid Amt:	\$203.81	
						Check Amount:	\$203.81	
SBT	53111	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	4/6/2026	Paid Amt:	\$810.10	
						Check Amount:	\$810.10	
SBT	53112	4009		AG PLUS COOPERATIVE		Check		
			E 01	005 760 000 720 440	Bus Fuel	\$8,018.24		
			E 01	005 760 000 720 440	Van Fuel	\$309.76		
			E 01	005 760 000 720 350	Tires, Oil Change, Etc	\$1,336.28		
PO#:	Voucher #:	52225	Invoice	Invoice No: 3/31/26 Stmt	4/7/2026	Paid Amt:	\$9,664.28	
						Check Amount:	\$9,664.28	
SBT	53113	4250		American Welding & Gas, Inc		Check		
			E 01	300 301 000 830 433	Welding Cylinders & Gas	\$134.50		
			E 01	300 301 000 830 433	Credit on Account	(\$11.40)		
PO#:	Voucher #:	52206	Invoice	Invoice No: 0011562653	4/7/2026	Paid Amt:	\$123.10	
						Check Amount:	\$123.10	

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type
SBT	53114	2927		Big Stone Therapies, Inc.				Check
			E 01	005 404 000 740 394	PT Mileage			\$14.40
			E 01	005 404 000 740 394	PT Drive Time			\$97.30
			E 01	005 404 000 740 394	PT			\$939.40
			E 01	005 404 000 740 394	PTA Mileage			\$2.88
			E 01	005 404 000 740 305	PTA Drive Time			\$35.00
			E 01	005 404 000 740 305	PTA			\$332.50
PO#:	Voucher #:	52212	Invoice	Invoice No: 31304		4/7/2026		Paid Amt: \$1,421.48
								Check Amount: \$1,421.48
SBT	53116	3729		Border States Electric				Check
			E 01	005 865 000 370 401	2BLT2 33L ADP EZ1 E10W			\$362.82
			E 01	005 865 000 370 401	Shipping			\$31.55
PO#:	Voucher #:	52211	Invoice	Invoice No: 932220619		4/7/2026		Paid Amt: \$394.37
								Check Amount: \$394.37
SBT	53117	00240		Brad's Market				Check
			E 01	300 331 000 830 433	FACS Class Supplies			\$52.73
			E 01	300 255 000 000 430	FACS Class - JH			\$269.17
			E 02	005 770 000 701 490	Food Service - Bread			\$823.50
			E 02	005 770 000 701 490	Food Service			\$1,138.35
			E 01	100 203 035 000 401	Viking Valor			\$51.33
			E 01	100 203 000 000 401	Title I Night Supplies			\$87.31
			E 04	005 580 000 325 430	ECFE Supplies			\$10.35
			E 04	005 582 000 344 430	School Readiness Supplies			\$49.79
PO#:	Voucher #:	52224	Invoice	Invoice No: 3/31/26 Stmt		4/7/2026		Paid Amt: \$2,482.53
								Check Amount: \$2,482.53
SBT	53118	3420		CAMFIL USA, INC				Check
			E 01	005 865 000 380 350	24x24x4			\$495.78
			E 01	005 865 000 380 350	AHU 1 - 12x24x4			\$112.90
			E 01	005 865 000 380 350	AHU 1 - 24x24x2			\$81.48
			E 01	005 865 000 380 350	AHU 1 - 24x12x2			\$16.48
			E 01	005 865 000 380 350	AHU 1 - 24x24x4			\$44.54
			E 01	005 865 000 380 350	AHU 10 - 24x24x2			\$27.16
			E 01	005 865 000 380 350	AHU 10 - 24x20x4			\$79.64
			E 01	005 865 000 380 350	AHU 3 - 12x24x4			\$56.45
			E 01	005 865 000 380 350	AHU 3 - 24x24x4			\$82.63
			E 01	005 865 000 380 350	AHU 3 - 24x20x2			\$11.31
			E 01	005 865 000 380 350	AHU 3 - 24x12x2			\$8.24

Minneota Public School
Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53118	3420		CAMFIL USA, INC		Check
			E 01	005 865 000 380 350	AHU 3 - 24x24x2	\$13.58
			E 01	005 865 000 380 350	AHU 3 - 24x20x4	\$128.82
			E 01	005 865 000 380 350	AHU 6 - 24x24x4	\$66.81
			E 01	005 865 000 380 350	AHU 6 - 24x20x2	\$67.86
			E 01	005 865 000 380 350	AHU 6 - 24x24x2	\$40.74
			E 01	005 865 000 380 350	AHU 6 - 20x20x4	\$254.25
			E 01	005 865 000 380 350	AHU 9 - 20x20x2	\$149.25
PO#:	Voucher #:	52213	Invoice	Invoice No: W32407-00	4/7/2026	Paid Amt: \$1,737.92
						Check Amount: \$1,737.92
SBT	53120	4094		ESJD - SIOUX FALLS		Check
			E 02	005 770 000 701 495	Milk	\$1,427.72
PO#:	Voucher #:	52216	Invoice	Invoice No: 3/31/26 Stmt	4/7/2026	Paid Amt: \$1,427.72
						Check Amount: \$1,427.72
SBT	53121	4697		Heather Penske		Check
			E 01	300 296 228 000 305	4/10 Softball Official	\$130.00
PO#:	Voucher #:	52223	Invoice	Invoice No: 4/10 Softball	4/7/2026	Paid Amt: \$130.00
						Check Amount: \$130.00
SBT	53122	3908		JEREMIASON PHOTO		Check
			E 01	300 294 221 000 401	End of Season - Wrestling Awards	\$300.00
PO#:	Voucher #:	52205	Invoice	Invoice No: SP11642162E	4/7/2026	Paid Amt: \$300.00
						Check Amount: \$300.00
SBT	53123	4336		Jessica Verly		Check
			E 01	005 760 000 723 360	Transportation Agreement - 3/20 through 3/31	\$717.03
PO#:	Voucher #:	52200	Invoice	Invoice No: 3/20-3/31	4/7/2026	Paid Amt: \$717.03
						Check Amount: \$717.03
SBT	53124	4341		Kari Loft		Check
			E 01	300 296 228 000 305	4/10 Softball Official	\$130.00
PO#:	Voucher #:	52222	Invoice	Invoice No: 4/10 Softball	4/7/2026	Paid Amt: \$130.00
						Check Amount: \$130.00
SBT	53125	4695		Kent Williams		Check
			E 04	005 505 280 321 401	Ammo 20G 2.75 in	\$1,350.31
			E 04	005 505 280 321 401	Ammo 20G 2.75 in	\$9,588.00
			E 04	005 505 280 321 401	Ammo 20G 2.75 in	(\$1,350.31)
			E 04	005 505 290 321 401	Ammo 20G 2.75 in	\$1,350.31
			E 04	005 505 280 321 401	Ammo 20G 2.75 in	(\$9,588.00)

Minneota Public School

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53125	4695		Kent Williams		Check		
			E 04	005 505 290 321 401	Ammo 20G 2.75 in		\$9,588.00	
PO#:	Voucher #:	52204	Invoice	Invoice No:	4/1/26 Shell/Trap Re	4/7/2026	Paid Amt:	\$10,938.31
							Check Amount:	\$10,938.31
SBT	53127	4298		Mason Sellner		Check		
			E 01	300 296 228 000 305	4/10 Softball Official		\$60.00	
PO#:	Voucher #:	52221	Invoice	Invoice No:	4/10 Softball	4/7/2026	Paid Amt:	\$60.00
							Check Amount:	\$60.00
SBT	53128	01175		MINN. ELEVATOR SERVICE, INC.		Check		
			E 01	005 865 000 347 305	April Monthly Statement		\$219.43	
PO#:	Voucher #:	52201	Invoice	Invoice No:	1180114	4/7/2026	Paid Amt:	\$219.43
							Check Amount:	\$219.43
SBT	53129	1828		Minneota Building Materials		Check		
			E 01	005 810 000 000 401	Custodial Supplies		\$153.81	
			E 01	300 211 000 000 401	Wrestling Boosters		\$64.64	
			E 01	300 301 000 830 433	Shop Supplies - HS		\$891.49	
			E 01	300 260 000 000 430	Science Supplies		\$37.20	
			E 01	300 255 000 000 430	Shop Supplies - JH		\$185.70	
PO#:	Voucher #:	52215	Invoice	Invoice No:	3/31/26 Stmt	4/7/2026	Paid Amt:	\$1,332.84
							Check Amount:	\$1,332.84
SBT	53130	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 #:	52202	Invoice	Invoice No:	April 2026 Routes	4/7/2026	Paid Amt:	\$40,376.64
			E 01	005 760 000 720 305	Routes		\$8,039.28	
			E 01	005 760 000 723 360	ECSE Trips		\$1,607.20	
			E 01	300 292 226 733 305	Canby Trips		\$1,317.11	
			E 01	005 760 000 723 360	St Leo Trips		\$2,341.18	
			E 01	300 790 000 733 305	Spanish Field Trips		\$113.83	
			E 01	300 292 236 733 305	Speech Bussing		\$1,066.28	
			E 01	300 292 208 733 305	FFA Bussing		\$369.89	
			E 01	300 292 207 733 305	FCCLA Bussing		\$687.33	
			E 01	300 294 215 733 305	Baseball Bussing		\$217.84	
			E 01	300 296 228 733 305	Softball Bussing		\$234.76	
			E 01	300 790 000 313 305	Ag Day		\$215.37	
			E 01	300 790 000 733 305	Honor & Jazz Band		\$281.79	

Minneota Public School

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	53130	2505		Minneota Bus Service		Check			
			E 01	100 790 000 733 305	AR Field Trips		\$483.24		
PO#:	Voucher #:	52214	Invoice	Invoice No:	March 2026 Trips	4/7/2026		Paid Amt:	\$16,975.10
								Check Amount:	\$57,351.74
SBT	53131	4018		PEMBERTON LAW, P.L.L.P		Check			
			E 01	005 010 000 000 305	Professional Services		\$9,117.50		
PO#:	Voucher #:	52226	Invoice	Invoice No:	04/03/2026 Stmt 1	4/7/2026		Paid Amt:	\$9,117.50
								Check Amount:	\$9,117.50
SBT	53132	00602		Performance Foodservice - Marshall		Check			
			E 02	005 770 000 701 490	Food Service		\$3,008.53		
PO#:	Voucher #:	52199	Invoice	Invoice No:	3/31/26 Stmt	4/7/2026		Paid Amt:	\$3,008.53
								Check Amount:	\$3,008.53
SBT	53134	3307		SWMBDA Treasurer		Check			
			E 01	100 790 000 000 369	Elementary Honor Band Contest		\$100.00		
PO#:	Voucher #:	52210	Invoice	Invoice No:	5th & 6th Honor	4/7/2026		Paid Amt:	\$100.00
								Check Amount:	\$100.00
SBT	53135	4403		Sysco Western Minnesota, Inc.		Check			
			E 02	005 770 000 701 490	Food Service		\$2,602.06		
			E 02	005 770 000 701 490	Food Service		\$209.79		
PO#:	Voucher #:	52203	Invoice	Invoice No:	3/31/26 Stmt	4/7/2026		Paid Amt:	\$2,811.85
								Check Amount:	\$2,811.85
SBT	53136	2323		Borch Sporting Goods		Check			
			E 01	300 296 228 000 401	Softball Supplies FY2026		\$1,068.00		
			E 01	300 296 228 000 401	Softball Supplies FY2026 Credit - Online Store		(\$756.00)		
PO#:	Voucher #:	52228	Invoice	Invoice No:	MINNESB	4/8/2026		Paid Amt:	\$312.00
								Check Amount:	\$312.00
SBT	53137	00116		CITY OF MINNEOTA		Check			
			E 01	005 810 183 000 330	Water/Sewer		\$4,175.37		
			E 01	005 810 186 000 330	Garbage		\$2,434.01		
PO#:	Voucher #:	52229	Invoice	Invoice No:	1.00328.01	4/8/2026		Paid Amt:	\$6,609.38
								Check Amount:	\$6,609.38
SBT	53138	4484		District Management Group		Check			
			E 04	701 590 000 353 305	DMS Schedules - St Edwards		\$575.00		
PO#:	Voucher #:	52227	Invoice	Invoice No:	202610 St Edwards	4/8/2026		Paid Amt:	\$575.00
								Check Amount:	\$575.00

Minneota Public School

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53139	01527		FRANKS ELECTRIC & PLUMBING INC		Check		
			E 02	005 770 000 701 350	Garbage Disposal - Kitchen	\$271.26		
PO#:	Voucher #:	52237	Invoice	Invoice No: 27371-C	4/8/2026	Paid Amt:	\$271.26	
			E 01	005 865 000 370 350	Add Outlet - Vending Machine	\$537.90		
PO#:	Voucher #:	52230	Invoice	Invoice No: 27351-C	4/8/2026	Paid Amt:	\$537.90	
							Check Amount:	\$809.16
SBT	53140	00275		GISLASON'S HARDWARE		Check		
			E 01	005 810 000 000 401	Custodial Supplies	\$48.73		
			E 01	300 301 000 830 433	Shop Supplies	\$655.86		
PO#:	Voucher #:	52231	Invoice	Invoice No: 3/31/26 Stmt	4/8/2026	Paid Amt:	\$704.59	
							Check Amount:	\$704.59
SBT	53141	3722		MN RIVER VALLEY EDUCATION DISTRICT		Check		
			E 01	005 640 000 316 305	2nd Quarter - MRVED	\$7,148.84		
PO#:	Voucher #:	52234	Invoice	Invoice No: 2nd Quarter	4/8/2026	Paid Amt:	\$7,148.84	
							Check Amount:	\$7,148.84
SBT	53142	00560		OTTERTAIL POWER CO		Check		
			E 01	005 810 184 000 330	School Building Electricity	\$5,703.41		
			E 01	005 810 192 000 330	Ballfield Electricity	\$243.70		
			E 01	005 810 192 000 330	Liftpump Electricity	\$35.48		
			E 01	005 810 192 000 330	Garage Electricity	\$28.78		
PO#:	Voucher #:	52236	Invoice	Invoice No: 3/31/26 Stmt	4/8/2026	Paid Amt:	\$6,011.37	
							Check Amount:	\$6,011.37
SBT	53143	00211		SW/WC SERVICE COOPERATIVES		Check		
			B 01	131 000	PowerEdge T560 Server - build in attached quot	\$11,119.65		
PO#:	11403	Voucher #:	52233	Invoice	Invoice No: 3/31/26 Stmt	4/8/2026	Paid Amt:	\$11,119.65
			B 01	131 000	Dell Pro 16 XCTO 16 GB RAM 16in screen	\$7,243.50		
			B 01	131 000	Pro Dock SD25 Docking Station	\$870.15		
PO#:	11377	Voucher #:	52232	Invoice	Invoice No: 3/31/26 Stmt	4/8/2026	Paid Amt:	\$8,113.65
			E 01	300 298 000 000 305	25-26 Jr. and Sr. Knowledge Bowl	\$330.00		
			E 01	005 257 000 000 305	Technology Integration - AI Guidance	\$626.00		
			E 01	005 850 000 389 335	Level IV Lease - 3rd Quarter	\$6,049.00		
			E 01	005 257 000 000 305	Technology Integration	\$1,077.33		
			E 01	005 257 000 000 305	Cybersecurity Services	\$503.16		
			E 01	005 257 000 000 305	Tech Support	\$1,985.08		
PO#:	Voucher #:	52235	Invoice	Invoice No: 3/31/26 Stmt	4/8/2026	Paid Amt:	\$10,570.57	
							Check Amount:	\$29,803.87

Minneota Public School

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53144	3864		US BANK		Check		
				E 07 005 910 000 000 790	2016A Bond Maintenance	\$575.00		
PO#:	Voucher #:	52238	Invoice	Invoice No: 8117961	4/8/2026	Paid Amt:	\$575.00	
						Check Amount:	\$575.00	
SBT	53145	01568		Minneota Education Minnesota Organization		Check		
				B 01 215 028	DUES	\$1,298.98		
PO#:	Voucher #:	52242	Invoice	Invoice No: S2026190	4/10/2026	Paid Amt:	\$1,298.98	
						Check Amount:	\$1,298.98	
SBT	53146	4304		Liz Bunjer		Check		
				R 01 300 298 270 000 050	AD - Softball Refund	\$110.00		
PO#:	Voucher #:	52251	Invoice	Invoice No: Activity Fee Refund	4/13/2026	Paid Amt:	\$110.00	
						Check Amount:	\$110.00	
SBT	53147	00454		MARSHALL PUBLIC SCHOOLS		Check		
				E 01 300 292 225 000 369	4/13 Golf Meet - Boys & Girls	\$200.00		
PO#:	Voucher #:	52248	Invoice	Invoice No: 4/13 Golf Meet	4/13/2026	Paid Amt:	\$200.00	
						Check Amount:	\$200.00	
SBT	53148	4298		Mason Sellner		Check		
				E 01 300 294 215 000 305	4/14 Baseball Official	\$60.00		
PO#:	Voucher #:	52254	Invoice	Invoice No: 4/14 Baseball	4/13/2026	Paid Amt:	\$60.00	
						Check Amount:	\$60.00	
SBT	53149	4585		Sam Myhre		Check		
				E 01 300 296 228 000 305	4/14 Softball Official	\$60.00		
PO#:	Voucher #:	52253	Invoice	Invoice No: 4/14 Softball	4/13/2026	Paid Amt:	\$60.00	
						Check Amount:	\$60.00	
SBT	53150	4585		Sam Myhre		Check		
				E 01 300 296 228 000 305	4/13 Softball Official	\$60.00		
PO#:	Voucher #:	52252	Invoice	Invoice No: 4/13 Softball	4/13/2026	Paid Amt:	\$60.00	
						Check Amount:	\$60.00	
SBT	53151	4632		South Central Service Cooperative		Check		
				E 01 300 211 000 000 390	SCSC - Spring 2026 PSEO	\$2,730.00		
PO#:	Voucher #:	52255	Invoice	Invoice No: 24952	4/13/2026	Paid Amt:	\$2,730.00	
						Check Amount:	\$2,730.00	
SBT	53152	00680		ST EDWARD SCHOOL		Check		
				E 04 701 590 000 350 305	DD Nurse Salary	\$280.00		
				E 04 701 590 000 350 305	DD Nurse Taxes	\$22.64		
				E 04 701 590 000 350 305	DD Nurse Salary	\$70.00		

Detail Payment Register By Check

Check Number: 53015-2147483647 Payment Date: 03/06/2026-4/30/2026 Period: 202609-202610 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53152	00680		ST EDWARD SCHOOL		Check
			E 04	701 590 000 350 305	DD Nurse Taxes	\$5.51
PO#:	Voucher #:	52250	Invoice	Invoice No: 2026 Nurse Funds	4/13/2026	Paid Amt: \$378.15
						Check Amount: \$378.15
						Report Total: \$737,914.67

LEADERSHIP

REPORTS

MHS Activities and CE Report

April 2026

Spring Activities

Speech: 2nd as a team in Sub Section. 9 qualified for Sections in Redwood April 17

Baseball: 0-4 overall. 0-2 in conference. Battling injuries

Softball: 4-2 Overall. 1-0 in conference. Playing well, finding their groove

Track: 25 kids from Minneota out for track. Both boys and girls have been competing well.

Golf: Finally got on the course this week. Boys 3rd at Marshall, Girls 8th at Marshall

Spring Activities

Clay Target- started practice March 30. Strong numbers again. Will compete in class 7A (largest class-determined based on participant numbers)

Robotics-competed April 10-11 in St Cloud finished 24 out of 51 teams.

Enrollment as of 4/13/26 is 299 (up 2 since March)

- PreK: 46
- K: 36
- 1: 33 (up 1)
- 2: 45
- 3: 33 (up 1)
- 4: 40
- 5: 33
- 6: 33

Elementary Concert



Spring Concert Ready!



PIC-COLLAGE

Elementary Updates

School Board Report

Nicolle Johnston

Playground Project Update

We are excited to share that we have now raised **\$272,170** toward our **\$500,000** goal for the new elementary playground!

\$266,500 → **\$267,760** → **\$272,170**
STARTED AT GREW TO NOW!

A total of **\$5,670** raised through recent efforts. Thank you for your continued support! ♥

One of the **largest** cost factors is the **playground surface**. We plan to use a **poured-in-place surface** rather than **woodchips**.

✓ Poured-In-Place Rubber Surface	✗ Woodchips
✓ Enhanced safety	✓ Uneven and displaced
✓ Full accessibility	✓ Requires constant refilling
✓ Lower long-term maintenance	✓ Messy and wears out over time
✓ Clean, level, and durable	✓ Not safe —wrecks clothing and kids can eat them

This choice ensures our playground is **safe, inclusive, and built to last!** We are so proud of the progress we've made and grateful for our amazing community. **Let's finish what we started!**

♥ MINNEOTA PROUD! ♥

Total Raised from Ticket Sales (Revealed, soon!)



April 2026

Additional Grant Applications

- ❖ NextEra Energy (\$1,000- \$20,000) - met and submitted materials with them on 4/09
- ❖ Apex Clean Energy - “Box Car Wind” grant (\$1,000 - \$5,000) -Chris Webb/SRDC
- ❖ Otter Tail Power Foundation (\$25,000) - Chris Webb/SRDC



Family Literacy Night

→ 83 students and families in attendance

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

Staffing Updates

- ❖ **1 resignation - Jady Krier/Pre K Paraprofessional**
- ❖ **ELA opening (OFP - Domeier): 7 applicants, 4 moved forward following the screening process. The second step involved pre-interview questions: 2/4 applicants rescinded their application, 1/4 did not respond, and 1/4 completed the pre-interview questions.**

UnstoppABLE Games

The Minnesota River Valley Education District (MRVED) in conjunction with Southwest Minnesota State University are proud hosts. The games are designed specifically for students with disabilities. The UnstoppABLE Games consist of a variety of athletic events in which students will compete against others from other MRVED Districts. The event is open to students from the MRVED region and will take place on the campus of SMSU



Reese Bottelberghe, Grade 4

2026 MRVED
UnstoppABLE Games

EVENTS INCLUDE:

- Unity Relay: Relay Race
- Big Hit Blast: Batting Challenge
- Big Kick-Off: Soccer Ball Kick
- Bulls-Eye Challenge: Bean Bag Toss
- Lightning Dash: 30 Yard Dash
- Mighty Leap: Long Jump
- Swish Showdown: Free Throw Contest
- Thunderbolt Toss: Javelin Throwing

April 29, 2026
SMSU
Marshall, MN

Grades 3 - 12

Every ABILITY is a SUPERPOWER!

Time: 10:00 A.M. - 1:30 P.M.
Family and friends are encouraged to attend!
Opening Ceremony: 10:00 A.M. SMSU Football Field
Events will be located in the RA Facility & the SMSU Football Field.

This full-day athletic event is open to special education students in MRVED member districts. The event is designed for students with special needs as an opportunity to showcase their skills, celebrate their unique abilities, and be part of a team!

Curriculum and Instruction

Mental Health Instruction (2026–2027)

WHAT THE LAW REQUIRES (Minnesota Statutes §120B.21 & §120B.215)

Mental Health Instruction: Grades 4–12

Instruction must be:

- Age-appropriate
- Evidence-based & medically accurate
- Culturally inclusive
- Ongoing (not a one-time lesson)/Every Year

Goal: Build awareness, coping, and help-seeking skills

Students will learn to:

- Understand emotions & mental health
- Develop healthy coping strategies
- Build relationships & communication skills
- Seek help from trusted adults

Progression:

- 4–5: Foundations (emotions, regulation)
- 6–8: Application (stress, peer relationships)
- 9–12: Real-world skills (mental health systems, advocacy)

Curriculum and Instruction

Substance Use Instruction (2026-2027)

WHAT THE LAW REQUIRES (Minnesota Statutes §120B.21 & §120B.215)

Instruction: MIDDLE/HIGH SCHOOL (5-12)

Instruction must be/include:

- Age-appropriate
- Evidence-based & medically accurate
- Culturally inclusive
- Real-life decision-making skills
- Connections to local resources

Goal: Prevention through knowledge, skills, and decision-making

Required Topics:

- Brain development (up to age 25)
- Physical & mental health effects
- Risk behaviors & safety concerns
- Addiction awareness
- Treatment & recovery options
- Healthy coping strategies
- Overdose prevention (including fentanyl)

FAMILY RIGHTS

- Review all instructional materials
- Opt out of substance use instruction (Cannabis and Substance Abuse)
- Receive annual communication

Curriculum and Instruction : READ Act

Part 1: The READ Act 2.0

The 2024 and 2025 legislative sessions (READ Act 2.0) extended several deadlines to allow for better alignment with new ELA standards.

Professional Development (PD) Timeline

- **Phase 1 Educators** (PreK-3, SpEd, EL, Literacy Leads): **Deadline:** All required training (LETRS) must be completed by **July 1, 2026**.
- **Phase 2 Educators** (6-12 individuals selecting curriculum and teachers of reading at the high school level). **Deadline:** All required training (STRIVE?) must be completed by **July 1, 2027**

Part 2: Screening and Data Mandates

Grades K-3: Continue universal screening 3x/year using MDE-approved tools (FastBridge).

Grades 4-12: Screening for characteristics **mandatory** for any student not reading at grade level.

→ **Tool:** MDE has approved **Capti ReadBasix** as the official tool for these grades.

Local Literacy Plan: Must be updated annually and submitted to MDE by **June 15**.

Part 3: Intervention

Evidence-Based Interventions: By the **2026-27 school year** districts must **only** use evidence-based literacy interventions.

- **Approved List:** MDE/CAREI continues to update the list of approved interventions. Districts are not required to use only those on this list - strongly encouraged.
- We currently use: REWARDS, Reading Corps, UFLI, and interventions provided by FastBridge

Upcoming Dates

- ❖ April 15: Grade 3 and 4 Reading MCA
- ❖ April 21: Grade 4 Math MCA
- ❖ April 27: Spring Screening Window Opens (literacy and math - FastBridge)
- ❖ April 28: Grade 3, 5, and 6 Math MCA
- ❖ May 1: Staff PD Day (rescheduled from 4/3)
- ❖ May 6: Grade 5 Science MCA



HIGH SCHOOL
BOARD REPORT

APRIL 2026

High School Testing

Completed

- ACCESS
 - Grades 7 - 12
- ACT
- MCA Reading
 - Grades 7, 8, 10
- MCA Math
 - Grades 7 & 8

Upcoming

- MCA Math
 - Grade 11
- MCA Science
 - Grades 8 & 10

Completed Academic Events

- March 19th
 - Parent Teacher Conferences
 - PSEO Parent Meeting
- March 31
 - Guest Speaker in Business classes
- April 2nd
 - Registration
- April 7th
 - MCA Pep Fest (7th and 8th Grade)
- April 8th
 - NHS Blood Drive
- April 8 – 10th
 - ED 101 Clinicals host
- April 12th
 - Dollars for Scholars Ceremony
- April 14th
 - Career and College Day – 9th Grade

Upcoming Academic Events



- April 22nd
 - NHS Induction Ceremony
- April 29th
 - 1960's Exhibition
- May 6th
 - Art Field Trip
 - Vietnam Veteran's Panel
- May 7th
 - High School Music Concert (am)
 - Career Fair (pm)
- May 8th
 - End of Year Celebration
- May 13th
 - Senior Class Trip
- May 15th
 - Graduation Walk-Through
 - HS Academic Awards
- May 16th
 - Graduation
- May 18 – 19
 - MCA Rewards Trips (if applicable)
- May 20th
 - Last Day of School

CURRENT PROJECTS

- MCA Testing
- Prom
 - May 2nd
- Registration and Scheduling
- Graduation Planning

SUPERINTENDENT'S REPORT

GENERAL INFORMATION

-  Personnel updates
-  Legislative Session
 - Senate Omnibus Education Policy Bill
 - Adding cursive writing into LA standards*
 - Additional annual literacy screener*
 - Additional crisis planning requirements*
 - Numerous unfunded mandates*
 - Cell phones, smart watches, and smart glasses banned*
 - CPR/AED training for coaches*
 - Stronger supports for bullied students*
 - Crystal ball...multiple unfunded mandates, compensatory education funding decrease of 10%, and 2.69% funding increase
 - May 18: End of Session

SUPERINTENDENT'S REPORT

GENERAL INFORMATION



Quarter 3 Student Data

- ✓ 94.02% attendance
 - ❑ 4th grade = 94.81%
 - ❑ 8th grade = 95.01%
- ✓ Tardies
 - ❑ 58% of students had 0 tardies
 - ❑ 21% of students had 0 absences
- ✓ Academics – Grades 7-12
 - ❑ 89.2% of students passed all classes
 - ❑ 10.8% of students with one or more failing grades



SUPERINTENDENT'S REPORT AUGUST 11, 2026 ELECTION

- ✓ Scope finalized
- ✓ Date
- ✓ Financing specifics
- ✓ Review & Comment
- ✓ Kick-off
- ✓ Election Resolution
- ✓ Education plans and information
- ✓ Onsite photos, video, and interviews
- ? **COMMUNITY MEMBERS' NAMES TO ME FOR NEXUS**



SUPERINTENDENT'S REPORT

FOOD SERVICE – MARCH 2026

1. Breakfast

- **42.6%** participation; **HIGHEST MARCH** on record; **+5.3%** from last year
- **237** breakfasts per day...**+11.1%**; **4,747** breakfasts total; **+16.9%** from last year

2. Lunch

- **81.2%** participation; **HIGHEST MARCH** on record; **+5.2%** from last year
- **452** lunches per day...**+4.0%**; **9,0481** total lunches; **+9.5%** from last year

3. Key Takeaways

- The district's food service program is performing at a high level, with **RECORD PARTICIPATION IN BOTH BREAKFAST AND LUNCH.**
- **BREAKFAST PARTICIPATION CONTINUES TO BE THE PRIMARY AREA OF GROWTH,** showing sustained improvement over prior years.
- **LUNCH PARTICIPATION REMAINS CONSISTENTLY STRONG,** indicating stable student engagement.



CONSENT

AGENDA

MINNEOTA PUBLIC SCHOOLS – ISD #414

MARCH 11, 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, March 11, 2026 at 5:31 pm in the Conference Room.

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

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

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

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

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

Board committee reports and administrative reports were reviewed.

Motion by Mead, second by Hennen, to approve the Consent Agenda as amended. Motion carried unanimously.

Motion by Skorczewski, second by Buysse, to approve the 2nd reading of seven (7) policies and procedures. Motion carried unanimously.

Motion by Skorczewski, second by Hennen, to approve the 2026-2029 Achievement & Integration Plan. Motion carried unanimously.

Motion by Skorczewski, second by Buysse, to approve the 2026-2027 Achievement & Integration Budget. Motion carried unanimously.

Motion by Skorczewski, second by Runia, to direct administration to develop improved procedures and processes for delinquent or unpaid preschool fees and tuition. Motion carried unanimously.

Motion by Buysse, second by Mead, to approve seven (7) policies, with a single reading, that have necessary updates because of legislation and legal outcomes. Motion carried unanimously.

Three (3) policies were read for the 1st time but no action was taken.

Motion by Skorczewski, second by Mead, to approve a resolution for acceptance of gifts, donations, and grants. Motion carried unanimously by roll call vote with all members voting yes.

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

There being no further business, the meeting was adjourned at 6:25 pm.

Respectfully submitted,

Martin Hennen, Clerk

MINNEOTA PUBLIC SCHOOLS – ISD #414

MARCH 11, 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 11, 2026 at 7:00 pm in the Conference Room.

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

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

Motion by Skorczewski, second by Hennen to approve the meeting agenda as presented. Motion carried unanimously.

Ellie Gilliam and Brent Jones from Nexus continued to work through different variables and aspects of the facility assessment conducted by their company along with potential educational improvements to be considered by the School Board as part of a potential building bond referendum. No formal action was taken.

Motion by Mead, second by Skorczewski, to have Superintendent Monson contact RW Baird, Nexus, and School Board Members and find a date and time for a Special Meeting to be scheduled. Motion carried unanimously.

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

There being no further business, the meeting was adjourned at 8:56 pm.

Respectfully submitted,

Martin Hennen, Clerk

MINNEOTA PUBLIC SCHOOLS – ISD #414

MARCH 25, 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 25, 2026 at 7:00 am 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 and Heather Anderson also attended the meeting.

Motion by Buysse, second by Runia, to approve the meeting agenda with three updates and additions – 1) include Kristy Schumacher in the list of Bounce Back teachers, 2) approve a Tier 4 contract with Sorcha Vikter, and 3) approve JD Pesch as a Volunteer Baseball Coach and Christa Bouwman as a Volunteer Softball Coach. Motion carried unanimously.

Motion by Mead, second by Hennen, to approve Jessica Bradley, Kaley Buysse, Kim Caster, Jared Josephson, Sarah Stassen, Cindy Van Keulen, Erin Walerius, and Kristy Schumacher as Summer Bounce Back Program Teachers. Motion carried unanimously.

Motion by Skorczewski, second by Runia, to approve a 2026-2028 High School Principal Contract with Heather Anderson. Motion carried unanimously.

Motion by Skorczewski, second by Buysse, to approve a Tier 3 Teacher Contract with Sarah Spieker, English-Language Arts teacher. Motion carried unanimously.

Motion by Skorczewski, second by Hennen, to approve a Tier 4 Teacher Contract with Sorcha Vikter, English-Language Arts teacher. Motion carried unanimously.

Motion by Skorczewski, second by Runia, to approve JD Pesch as a Volunteer Baseball Coach and Christa Bouwman as a Volunteer Softball Coach. Motion carried unanimously.

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

There being no further business, the meeting was adjourned at 7:06 am.

Respectfully submitted,

Martin Hennen, Clerk

MINNEOTA PUBLIC SCHOOLS – ISD #414

MARCH 31, 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 Tuesday, March 31, 2026 at 5:15 pm in the Conference Room.

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

Les Engler, Karen Dalager, Scott Monson also attended the meeting, along with Mike Hoheisel, Matt Rantapaa, and Riley Fischer from RW Baird and Ellie Gilliam and Brent Jones from Nexus.

Motion by Skorczewski, Second by Hennen, to approve the agenda as presented. Motion carried unanimously.

Ellie Gilliam and Brent Jones from Nexus Solutions presented a potential building bond project summary including past and future timelines, emphasizing important dates for a potential special election to be held in August 2026. Discussion ensued and questions were asked and answered.

Mike Hoheisel, Riley Fischer, and Matt Rantapaa from RW Baird reviewed aspects of a potential special election, including what ballot questions might consist of, timing for important steps, borrowing specifics, and tax impacts. Discussion ensued and questions were asked and answered.

Motion by Skorczewski, second by Runia, to direct administration to work with project consultants to develop and submit all required project-related documents and documentation to the Minnesota Department of Education for a formal review and comment submission in preparation for a voter-approved building bond referendum to be held on August 11, 2026. Motion carried by roll call vote, with all members voting yes.

Motion by Mead, second by Hennen, to adjourn the meeting.

There being no further business, the meeting was adjourned at 6:50 pm.

Respectfully submitted,

Martin Hennen, Clerk

MINNEOTA PUBLIC SCHOOLS – ISD #414

APRIL 10, 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 Friday, April 10, 2026 at 7:00 am in the Conference Room.

Roll call was taken. Members present included Jon Buysse, Martin Hennen, Abby Thostenson, Tom Skorczewski, Ryan Runia, and Julie Mead. Emily Coequyt was unable to be at the meeting. Scott Monson was also in attendance.

Motion by Skorczewski, Second by Mead, to approve the agenda as presented. Motion carried unanimously.

Board Members reviewed two different debt structures and discussed each of them. Superintendent Monson answered questions and varying perspectives and opinions were shared.

Motion by Buysse, second by Runia, to approve utilizing a level new debt only structure for the August 11, 2026 School District Special Election. Motion carried unanimously by roll call vote, with all members voting yes.

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

There being no further business, the meeting was adjourned at 7:37 am.

Respectfully submitted,

Martin Hennen, Clerk

Consent Agenda Personnel Items | April 2026

Resignation or Termination			
Name	Position	Effective Date	Details
Darren Clausen	Head Robotics Coach	End of the 2026 Season	Personal Reasons
Joel Skillings	Part-Time Physical Education Teacher	End of the 2025-2026 School Year	Retirement
Jadyn Krier	Paraprofessional	End of the 2025-2026 School Year	Personal Reasons
New Contract or New Hire			
Name	Position	Salary-Wages	Effective Date
Marcus Winter	Secondary Mathematics Teacher	\$49,344.00	Start of the 2026-2027 School Year
Emma Volz	Special Education Teacher	\$57,000.00	Start of the 2026-2027 School Year
Thalia Reis	Visual Arts Advisor	MEMO Contract	Start of the 2026 Season
Laura Swoboda	Extended Day - Hours Substitute	\$25.71/per hour	April 13, 2026 through May 14, 2026
Cathy Erickson	Extended Day - Hours Substitute	\$25.71/per hour	On or around April 27, 2026 through May 8, 2026
Andy Lasnetski	Sporting Clays Volunteer Coach	NA	2025-2026 Season
Ian Myhre	Summer Custodian	\$12.75/per hour	Summer of 2026 - 350 hours
Brody Anderson	Summer Custodian	\$12.75/per hour	Summer of 2026 - 350 hours
Carson Becker	Summer Technology	\$12.75/per hour	Summer of 2026 - 350 hours
Lucas Damm	Driver's Education Instructor	\$1,500 per session, not to exceed \$3,000	June 2026
Modification of Contract			
Name	Position	Salary-Wages	Effective Date
Angela Werner	School Counselor	9 Additional Contract Days	Summer of 2026
John Voit	Summer Band Lessons	\$21.50 per hour	Summer; 4 weeks; 3 days/week; [up to] 8 hours/day



Minneota Public Schools

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

Superintendent's Office
507.872.6532
Fax: 507.872.5172

Secondary Principal's Office
507.872.6175
Fax: 507.872.6494

Elementary Principal's Office
507.872.6122
Fax: 507.872.6494

April 9, 2026

Dear Mr. Monson and the Minneota School Board,

I am requesting 9 additional days on my contract to use over the summer. I request about 3 of the days to be used in May to review and input college grades, finalize transcripts of our graduating seniors and mail out student transcripts to the colleges they are attending in the fall. I will also need time to finalize Summer School registration and credit recovery with students and their parents. I will need time to review their grades and see what classes students need to take over the summer. I also am requesting one day in May/June to assist the office with data collection and verification for Minnesota Common Course Classification (MCCC).

I need 3 days to be used in August. These dates will be before the workshop week. I need to finalize student schedules for the school year and I also need to meet with students about college classes. I also need time to build schedules for students who enroll with us during the summer months. In addition, I will need to adjust grades and transcripts for any student who completed summer school or credit recovery. Time may also be needed to adjust the master schedule based on any staff changes that take place over the summer months.

Similar to last summer, I am requesting 2 days to be used over the summer to check and respond to emails I receive over the summer months. I plan to check my emails over of the summer to add up to 16 hours, or 2 full work days.

Thank you,

Angela Werner

Minneota High School Counselor
(507) 872-6175 ext. 1193

Angela.Werner@minneotaschools.org

Mr. Monson and the Minneota School Board Members:

I am requesting that the Summer Band Program once again be funded. The goal of the program is to get beginners started on a band instrument and to continue lessons with those students who joined band this past year. I currently have 19 first-year students and am estimating that 15-20 students will be interested in beginning this summer. All other students will be strongly encouraged to take advantage of these lessons. Last year, I had 55 students taking lessons during the summer.

The format would be the same as that of Summer Band Programs in the past. I would like to have four weeks of lessons, with the lessons being taught three days per week (Tuesday, Wednesday and Thursday), eight hours per day. The lessons would run mid-July through mid-Aug.

If you have any questions or concerns, please feel free to contact me.

Respectfully,

John Voit

Drivers Education Proposal

NEED: With the retirement of Guetter Driving Owners, we have had a gap in our ability to offer Driver's Education. Minneota Community Education and Lakeview Community Education tried desperately to find a solution for joint class offerings. Unfortunately finding certified instructors is incredibly difficult. In the interim we relied on Marshall Community Education for class offerings. Their instructor is now also retiring so classes are becoming even more difficult to come by.

We are fortunate to have hired Lucas Damm as a teacher this past year and he is a Certified Driver's Education Instructor. Lucas has agreed to teach 2 sections of Driver's Education for all Minneota District Students that need to complete the course. To take the course students must be at least 14 years old by the start of class. The classes will be held in person with Behind the Wheel Training being completed through A+ Driving School.

A+ Driving School offers BTW training out of Marshall. This is currently the program that Marshall Community Services is using for their BTW training. Students will be given the website to register for training times and fees for BTW will be paid directly to A+ Driving School. By using A+ for BTW the school is able to save on additional insurance costs for the vehicle used for driving, the vehicle does not need to be equipped with the instructor break.

There will be 2 sessions of class: 8-11:30am or 12:00-3:30pm. Course dates will be June 1-12, 2026. Students will be required to attend all sessions (in either the morning or the afternoon) for the 2 week period. There will be a mandatory student/parent meeting (required as part of the course). Upon completion of the class sessions students will be given the written test and receive their blue card with a successful passing score. This blue card is what they will need to proceed to the BTW training.

Fee for Students: \$150

Estimated number of students=50

Costs:

Instructor fee: \$1500/session (\$3000) 35 hours (per session) of instruction time

Instructor Guide: \$399

Workbooks: \$260 (100 copies)

Printing:\$75 (100 copies of Drivers Manual)

Blue Cards: \$100 (estimate-I cannot get anyone from DVS to return my call)-it might not be anything.

Community Ed Rental Fee: Balance of what remains would go to the CE account
(Estimates \$7500-expenses=\$3666)

**Minneota Community Education
Drivers Education Sign Up**

Name (first and last): _____

Date of Birth: _____

Address: _____

Phone: _____

Parent Name: _____

Parent Phone: _____

Parent Email: _____

Student Phone: _____

Student Email: _____

Session (Circle one):

Morning

Afternoon

Fundraiser Requests – April 2026

Group	Fundraiser	Details	For What	When-Timing	Staff Member(s)
FCCLA	Make and Sell Graduation Mints	Our FCCLA Students would pre-sell and make graduation mints for families to have at their graduation receptions. One of our FCCLA members has a cottage food license that we would be able to work under.	FCCLA National Conference trip	April/May	Cindy Van Keulen LeaAnne Bot
FCCLA	Drying cars at Lockwood Motors Shine Center		FCCLA National Conference Trip	Hope to be mid-June Dates need to be scheduled with Lockwood Motors	Cindy Van Keulen
FCCLA	Mother's Day Flowers	Sell Mother's day roses to students and staff at school	FCCLA National Conference Trip	Presales: End of April-May7. In person- May 8	Cindy Van Keulen
FCCLA	KB's Tip Night/FCCLA Star Event Showcase		FCCLA	End of May or Beginning of June	Cindy Van Keulen

ATHLETIC TRAINER SERVICES AGREEMENT
BETWEEN
AVERA MARSHALL
AND
MINNEOTA HIGH SCHOOL DISTRICT

This Athletic Trainer Services Agreement ("Agreement") is made the 1st day of March 2026, between Avera Marshall, located at 300 South Bruce Street, Marshall, Minnesota 56258 ("Avera"), and Minneota High School District, located at 504 North Monroe Street, Minneota, Minnesota 56264 ("District").

WHEREAS, Avera employs athletic trainers licensed pursuant to the Minnesota Athletic Trainer Practice Act, Minnesota Statutes 148.7801 through 148.7815; and

WHEREAS, District sponsors athletic events for its high school students; and

WHEREAS, District is in need of state licensed athletic trainers to provide athletic training services at District's sporting events; and

WHEREAS, Avera is willing to provide athletic trainers at sporting events sponsored by District.

NOW THEREFORE, the parties agree as follows:

1. This is an exclusive Agreement with Avera for athletic training services and shall have a term of twelve (12) months, beginning on August 31, 2026, and ending on August 31, 2027. Avera shall have the right to renew this Agreement for an additional period of twelve (12) months by sending the District a notice before the expiration of this Agreement of Avera's desire to renew the Agreement. The exclusivity in this Agreement includes health care services for District's athletes beyond athletic training services unless the student or student's parents/guardians request that health care services be provided by a facility other than Avera.
2. District agrees to pay Avera a fee of \$20 per hour for services provided by the athletic trainer. Avera agrees to bill District monthly for athletic trainer services provided during the term of this Agreement.
3. Avera agrees to provide at least one licensed athletic trainer for events and times mutually agreed to between the parties.
4. Athletic trainers employed by Avera will provide injury evaluations and treatments as requested and deemed suitable for each individual athlete, including concussion protocol testing. Treatments may not exceed the level of care and treatment permitted by Minnesota law.
5. Athletic trainers employed by Avera will not step on the playing area until signaled to do so by the officials or coaches.

6. Avera and District agree that the services to be rendered by Avera under the terms of this Agreement are the services of professionals working as an independent contractor and nothing under this Agreement is intended nor shall be construed to create between Avera and District an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship, or to allow District to exercise control or direction over the manner or method of treatment by which Avera's athletic trainers provide services that are the subject matter of this Agreement, provided that such services are rendered in a professional and competent manner in keeping with the policies and directives of Avera and District.
7. Avera agrees to maintain professional liability insurance, commonly referred to as "malpractice insurance," in the amount of not less than one million dollars (\$1,000,000) per claim and three million dollars (\$3,000,000) annual aggregate during the term of this Agreement. Avera agrees to provide such malpractice insurance with coverage for its employed athletic trainers for any claims, arising from services provided pursuant to this Agreement.
8. It is understood by both parties that Avera's athletic trainers have no jurisdiction over athletes and cannot disqualify an athlete from participation. The athletic trainer will, if asked, make a recommendation regarding the athlete's ability to participate, risks involved or possible referral to a physician based on the findings during evaluation, but the athlete, coach and parent(s) may disregard the trainer's recommendation.

In addition, if weather or other conditions are such that the trainer believes it would be dangerous for the athletes to continue to participate in the athletic event, the District agrees to abide by the trainer's recommendation and if the District chooses not to abide by the trainer's recommendation, Avera and the trainer will be held harmless for any injuries that an athlete might suffer from such decision to ignore the athletic trainer's warning.

9. In the case of a claim against Avera for care or treatment rendered by an athletic trainer employed by Avera, the student's or District's health and liability coverage is primary. The District expressly agrees to indemnify and hold Avera harmless from any and all damages to persons or property or from any other claims, liabilities, costs or expenses (including attorney's fees), resulting from the acts or omissions, including default or negligence, of Avera, or its employees, principals, agents, successors or assigns arising from or as a result of the performance of this Agreement.

Avera hereby expressly agrees to indemnify and hold the District harmless from any and all damages to persons or property or from any other claims, liabilities, costs or expenses (including attorney's fees), resulting from the acts or omissions, including default or negligence of District, or its employees, principals, agents, successors or assigns arising from or as a result of the performance of this Agreement.

10. Avera's athletic trainers will be provided by District a satisfactory training room on the District's grounds, as well as supplies needed for athletes (e.g. tape, gauze, wrappings, etc.) at the sole cost of the District. The athletic trainers will perform preventative taping or wrapping, but only if the needed supplies are provided by the District.

- 11. Avera's athletic trainers are not responsible for providing liquids for hydration or access to hydration liquids, or for setting up water coolers, bottles, etc. Individual teams, athletes or sponsoring organizers are responsible for water, Gatorade, sport drinks, etc.
- 12. District agrees to provide signage space for Avera to advertise its Sports Medicine Program at sporting events where the athletic trainers' services are being provided. District also agrees to announce over the public address system a message provided by Avera promoting its Sports Medicine prior to, during, and after each event where Avera's athletic trainer services are being provided.
- 13. Either party may terminate this Agreement, with or without cause, upon giving the other party at least sixty (60) day's prior written notice of intent to terminate this Agreement.

IN WITNESS WHEREOF, the parties signify their agreement to the terms and conditions above by signing below.

AVERA MARSHALL

SCHOOL DISTRICT

By: _____

Debbie Streier

Its: Regional President & CEO

By: _____

Scott Monson

Its: Superintendent

Date: _____

Date: _____

Scott Monson

From: Gail Polejewski <Gail.Polejewski@swwc.org>
Sent: Thursday, April 2, 2026 9:55 AM
To: Gail Polejewski
Subject: Carl Perkins Statement of Assurance
Attachments: statement-of-assurance-fy27-template.docx

The Minnesota West Perkins Consortium will be submitting the 2026-27 Perkins application to MDE and Minnesota State soon. This application ensures we will receive funds to support Career and Technical Education programs for next school year. Federal requirements dictate that superintendents of our member school districts (even elementary schools) sign the attached "Statement of Assurances" page of our Carl Perkins application. If you serve as superintendent of multiple schools, please complete a form for each.

Please type in your information in the lower section of the second page of the attached form, print, sign the form, and email it back to me. I need the form returned by **Friday, April 17** in order to meet the State's submission deadline.

Thank you for your district's participation and commitment to Career and Technical Education! Please contact me with any questions or concerns so we can provide the best service possible to your students and teachers.

Gail Polejewski | Career Development Coordinator
MN West Community & Technical College and SWWC Service Cooperative
100 London Road, Marshall, MN 56258
gail.polejewski@swwc.org
P: 507-537-2273
www.swwc.org/carlperkins



[Schedule a meeting time with me.](#)

STATEMENT OF ASSURANCES & CERTIFICATIONS

1. The eligible sub-recipient (applicant) will comply with all requirements of Public Law 115-224, *Strengthening Career and Technical Education for the 21st Century Act (Perkins V)*, and all applicable federal and state rules and regulations, including timely reporting of fiscal and programmatic data.
2. The eligible sub-recipient will comply with all requirements imposed by the grantor agency concerning special legal requirements, program requirements, and other administrative requirements including the completion of Personnel Activity Reports.
3. Federal career and technical education funds shall be used to supplement state and local funds for career and technical education, and in no case to supplant (replace) such state or local funds.
4. None of the funds expended under this Act shall be used to purchase equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
5. Funds made available under this Act cannot be used: (1) to require any secondary school student to choose or pursue a specific career path or major; or (2) to mandate that any individual participate in a career and technical education program, including a career and technical education program that requires the attainment of a federally funded skill level, standard, or certificate of mastery.
6. The eligible sub-recipient shall comply with all regulations, policies, guidelines, and requirements included in the Education Department General Administrative Regulations (EDGAR) as they relate to the application, acceptance and use of federal funds for this project.
7. The eligible sub-recipient shall comply with the Vocational Education Guidelines for eliminating discrimination and denial of services on the basis of race, color, national origin, sex and handicap (45 CFR, Part 80) issued by the Bureau of Occupational and Adult Education, Department of Education and the Office of Civil Rights, March 21, 1979.
8. The eligible sub-recipient shall comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.
9. The eligible sub-recipient shall comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of state and local governments.
10. The eligible sub-recipient shall establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. The eligible sub-recipient shall give the grantor agency or the Comptroller General through any responsible authority access and the right to examine all records, books, papers, or documents related to the awarding of these funds.
12. The eligible sub-recipient shall comply with all requirements imposed by the grantor agency concerning program size, scope and quality.
13. The consortium district and college administration assure that programs of study serving all populations of learners have been designed according to the process and that requirements have been documented.

I certify to the best of my knowledge and belief that the information provided in the Perkins local application is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

ALL STATEMENTS OF ASSURANCES AND CERTIFICATIONS MUST BE SIGNED:

Consortium Name: Minnesota West

College: _____	
College President's Name (Print): _____	

Signature	Date
email: _____	
Phone: _____	

District Name: _____	
District Number/Type: _____	
Superintendent's Name – (Print): _____	

Signature	Date
email: _____	
Phone: _____	

(Duplicate as needed)

PREVIOUS

BUSINESS

2025-2026 School Calendar Changes

May 2027									
S	M	T	W	T	F	S			
						1			
2	3	4	5	6	7	8			
9	10	11	12	13	14	15	15	Commencement	
16	17	18	19	20	21	22	21	Final Student Day	
23	24	25	26	27	28	29	24	Staff Workday	
30	31						31	31	Memorial Day



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

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 ~~f~~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 \(accessed 1/1/26\)](#)



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:

Facilities and Equipment	2026-2027 Proposed Fees		
	Minneota Youth Group or Association - No Fee or Admission Charged	Non-Profit Groups - Fee or Admission Charged	Minneota For Profit Groups and Non-Profit Non Minneota Groups
Viking Gymnasium	\$50 Flat Rate + \$20 per hour	\$100 Flat Rate + \$25 per hour	\$50 Flat Rate + \$30 per hour
Auxiliary Gymnasium			
Concession Stand	\$50 Flat Rate + \$25 per hour	\$100 Flat Rate + \$30 per hour	\$100 Flat Rate + \$35 per hour
Clean-Up Fee	None	\$50 Flat Rate + \$35 per hour	\$25 Flat Rate + \$35 per hour
Audio-Visual Fee			
Stage - Viking Gymnasium	\$50 Flat Rate + \$20 per hour	\$100 Flat Rate + \$25 per hour	\$50 Flat Rate + \$30 per hour
Music Room-Private Lessons	\$50 Flat Rate + \$30 per month	\$100 Flat Rate + \$35 per hour	\$50 Flat Rate + \$40 per hour
Cafeteria	\$50 Flat Rate + \$20 per hour	\$100 Flat Rate + \$25 per hour	\$50 Flat Rate + \$30 per hour
Clean-Up Fee	None	\$50 Flat Rate + \$35 per hour	\$25 Flat Rate + \$35 per hour
Kitchen	\$50 Flat Rate + \$30 per hour	\$100 Flat Rate + \$35 per hour	\$50 Flat Rate + \$40 per hour
Clean-Up Fee	None	\$50 Flat Rate + \$35 per hour	\$25 Flat Rate + \$35 per hour
Classroom	\$15 Flat Rate + \$10 per hour	\$25 Flat Rate + \$15 per hour	\$15 Flat Rate + \$20 per hour
Parking Lot	None	\$10 per hour	\$15 per hour
School Fields and Greenspace	\$15 per hour	\$20 per hour	\$25 per hour
Scoreboards-Clocks	\$15 Flat Rate + \$10 per hour	\$25 Flat Rate + \$15 per hour	\$15 Flat Rate + \$20 per hour
Piano	\$15 Flat Rate + \$10 per hour	\$25 Flat Rate + \$15 per hour	\$15 Flat Rate + \$20 per hour
Portable Bleachers	\$5 per hour	\$10 per hour	\$10 per hour
Custodial fee	\$25 Flat Rate + \$35 per hour	\$50 Flat Rate + \$35 per hour	\$25 Flat Rate + \$35 per hour
Risers	\$5 per hour	\$10 per hour	\$10 per hour
Custodial fee	\$25 Flat Rate + \$35 per hour	\$50 Flat Rate + \$35 per hour	\$25 Flat Rate + \$35 per hour
Music Stands	None	\$5 per hour	\$10 per hour
Video Board	\$25 Flat Rate + \$20 per hour	\$50 Flat Rate + \$30 per hour	\$25 Flat Rate + \$40 per hour
Video Set-Up	\$50 Flat Rate + \$35 per hour	\$50 Flat Rate + \$35 per hour	\$50 Flat Rate + \$35 per hour
Other Items Not Listed	To-Be-Determined By Administration		
<i>*Personnel: supervisors, security, custodians, set-up, and or clean-up fees and charges may be included, depending on the nature of the event.</i>			
<i>*A custodial fee of \$35 per hour may be assessed if required and outside of school hours, on weekends, and/or in summer months.</i>			
<i>*A staff service charge may be assessed as required.</i>			
<i>*Climate control may be charged per event as an additional charge.</i>			
<i>*A snow removal fee may be charged when snow removal is required.</i>			
<i>*An equipment replacement fee of 15% of gross revenue from ticket, entry, or fees collected may be assessed.</i>			

NEW

BUSINESS

CERTIFICATION OF MINUTES RELATING TO RESOLUTION RELATING TO SPECIAL
ELECTION

Issuer: Independent School District No. 414 (Minneota Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on April 21, 2026, at 5:30 p.m.,
held in Room #103.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO THE ISSUANCE OF GENERAL OBLIGATION
SCHOOL BUILDING BONDS AND CALLING A SPECIAL ELECTION
THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 21st day of April, 2026.

Martin Hennen, School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO THE ISSUANCE OF GENERAL OBLIGATION SCHOOL BUILDING BONDS AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the "School Board") of Independent School District No. 414 (Minnesota Public Schools), Minnesota (the "School District") as follows:

1. The School Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to issue its general obligation school building bonds of the School District, in an aggregate amount not to exceed \$13,100,000, to provide funds for the acquisition and betterment of school sites and facilities including, but not limited to, infrastructure improvements comprised of mechanical, electrical, exterior and interior deferred maintenance items, educational space renovations and improvements, and classroom and breakout learning space additions.

The question on the approval of this issuance of bonds will be School District Question 1 on the School District ballot at the special election to be held to approve said authorization.

2. The School Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to issue general obligation school building bonds of the School District, in an aggregate amount not to exceed \$9,610,000, to provide funds for the acquisition and betterment of school sites and facilities including, but not limited to, converting the existing weight room into a choir room, converting the existing choir room into a fine arts space, converting the existing wrestling room into a weight room, construction of a multipurpose room including storage, reconfigure the existing kitchen, construction of a new cafeteria/practice gym, restrooms and storage.

The question on the approval of this issuance of bonds shall be School District Question 2 on the School District ballot at the special election to be held to approve said authorization. The passage of School District Question 2 shall be contingent on the passage of School District Question 1.

3. The projects described in paragraph 1 and 2 hereof have been submitted to the Commissioner of the Department Education of the State of Minnesota (the "Commissioner") for Review and Comment. The School Board's determination to hold the special election to authorize the issuance of the bonds is contingent upon receiving a favorable Review and Comment. When the Commissioner's favorable Review and Comment is received, the Clerk is authorized and directed to publish this favorable Review and Comment in a legal newspaper of general circulation in the School District not less than forty-eight (48) nor more than seventy (70) days prior to the special election date.

The actions of the School District's administration in applying and consulting with the Minnesota Department of Education for the Commissioner's Review and Comment and taking

such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, ratified and approved in all respects.

The School Board must hold a public meeting to discuss the Commissioner's Review and Comment prior to the date of the special election.

4. The ballot questions of issuing said bonds of the School District (subject to the conditions set forth in paragraph 3 above) shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held in conjunction with the state primary election on Tuesday, August 11, 2026. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

5. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the School District which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the state primary election.

6. The Clerk is hereby authorized and directed to: (a) cause written notice of the special election to be provided to the county auditor of each county in which the School District is located, in whole or in part, at least eighty-four (84) days before the date of the special election; (b) cause written notice of the special election to be provided to the Commissioner at least seventy-four (74) days prior to the date of the special election; (c) cause written notice of the special election to be posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; (d) cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted at each polling place on election day (note - the sample ballot shall not be printed on the same color paper as the official ballot); (e) if applicable, cause written notice of the special election to be sent by nonforwardable mail to every affected household in the School District with at least one registered voter at least fourteen (14) days before the date of the special election; and (f) cause written notice of the special election to be published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week prior to the date of the special election.

The Notice of Special Election shall be prepared in substantially the following form, with such changes as may be approved by the Superintendent of the School District:

[Remainder of this page is intentionally left blank]

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 414
(MINNEOTA PUBLIC SCHOOLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 414 (Minneota Public Schools), Minnesota (the “School District”), on Tuesday, August 11, 2026, for the purpose of voting on the following questions:

**SCHOOL DISTRICT QUESTION 1
APPROVAL OF SCHOOL BUILDING BONDS**

Shall the school board of Independent School District No. 414 (Minneota Public Schools), Minnesota, be authorized to issue general obligation school building bonds in an amount not to exceed \$13,100,000 to provide funds for the acquisition and betterment of school sites and facilities including, but not limited to, infrastructure improvements comprised of mechanical, electrical, exterior and interior deferred maintenance items, educational space renovations and improvements, and classroom and breakout learning space additions?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING
FOR A PROPERTY TAX INCREASE.**

**SCHOOL DISTRICT QUESTION 2
APPROVAL OF SCHOOL BUILDING BONDS**

If School District Question 1 is approved, shall the school board of Independent School District No. 414 (Minneota Public Schools), Minnesota, be authorized to issue general obligation school building bonds in an amount not to exceed \$9,610,000 to provide funds for the acquisition and betterment of school sites and facilities including, but not limited to, converting the existing weight room into a choir room, converting the existing choir room into a fine arts space, converting the existing wrestling room into a weight room, construction of a multipurpose room including storage, reconfigure the existing kitchen, construction of a new cafeteria/practice gym, restrooms and storage?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING
FOR A PROPERTY TAX INCREASE.**

The precincts and polling places and voting hours at those polling places for this special election shall be the same as those for the state primary election.

Any eligible voter residing in the School District may vote at said election at the polling place designated for the precinct in which they reside.

A voter must be registered to vote to be eligible to vote in this special election. An unregistered individual may register to vote at the polling places on election day.

Dated: _____, 2026

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk

[end of form of notice]

7. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with state, city, township and county election authorities conducting state general and other elections on that date (if any). If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems and is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place, as applicable, on election day. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration and cost sharing.

8. The Clerk is authorized and directed to cause, or to cooperate with the proper election officers to cause, a printed ballot for the questions to be prepared in accordance with Minnesota Statutes, Section 205A.08, subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election.

The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system and with such other changes as may be approved by the Superintendent of the School District:


[Remainder of this page is intentionally left blank]

SPECIAL ELECTION BALLOT

**SCHOOL DISTRICT BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 414
(MINNEOTA PUBLIC SCHOOLS), MINNESOTA**

August 11, 2026

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word “Yes” on that question.
To vote against a question, fill in the oval next to the word “No” on that question.

**SCHOOL DISTRICT QUESTION 1
APPROVAL OF SCHOOL BUILDING BONDS**

 **Yes**
No

Shall the school board of Independent School District No. 414 (Minneota Public Schools), Minnesota, be authorized to issue general obligation school building bonds in an amount not to exceed \$13,100,000 to provide funds for the acquisition and betterment of school sites and facilities including, but not limited to, infrastructure improvements comprised of mechanical, electrical, exterior and interior deferred maintenance items, educational space renovations and improvements, and classroom and breakout learning space additions?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR
A PROPERTY TAX INCREASE.**

**SCHOOL DISTRICT QUESTION 2
APPROVAL OF SCHOOL BUILDING BONDS**

 **Yes**
No

If School District Question 1 is approved, shall the school board of Independent School District No. 414 (Minneota Public Schools), Minnesota, be authorized to issue general obligation school building bonds in an amount not to exceed \$9,610,000 to provide funds for the acquisition and betterment of school sites and facilities including, but not limited to, converting the existing weight room into a choir room, converting the existing choir room into a fine arts space, converting the existing wrestling room into a weight room, construction of a multipurpose room including storage, reconfigure the existing kitchen, construction of a new cafeteria/practice gym, restrooms and storage?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR
A PROPERTY TAX INCREASE.**

(Reverse side of ballot)

OFFICIAL BALLOT

August 11, 2026

Judge

Judge

(The ballot is to be initialed by two judges)

9. Optical scan ballots must be printed in black ink on white materials, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instruction must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

10. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

11. The Clerk shall prepare or cause to be prepared and have ready for use absentee ballots at least forty-six (46) days prior to the special election in accordance with Minnesota Statutes, Section 204B.35, subdivision 4.

12. The School Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21, as applicable. The appointments will be made at least twenty-five (25) days before the special election.

13. Pursuant to Minnesota Statutes, Section 206.83, the Clerk, if applicable, shall provide for testing of the optical scan voting system at least 3 days before the equipment is used and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the test.

14. Pursuant to Minnesota Statutes, Section 206.85, subdivision 1(6), if applicable, the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once within the week

before the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

15. As required by Minnesota Statutes, Section 203B.121, the School Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the School Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

16. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the School Board shall meet on a date between the third day and the tenth day after the special election for the purpose of canvassing the results thereof.

17. Pursuant to Minnesota Statutes, Section 205A.07, subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the School Board.

18. Pursuant to Minnesota Statutes, Section 211A.02, subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

Minnesota Health Insurance Premium Increases

- 2022 = 9.5%
 - 2023 = 9.1%
 - 2024 = 8.8%
 - 2025 = 6.7%
 - 2026 = 4.8% [proposed]
- Five-Year Average = 7.8%

Relevant Data

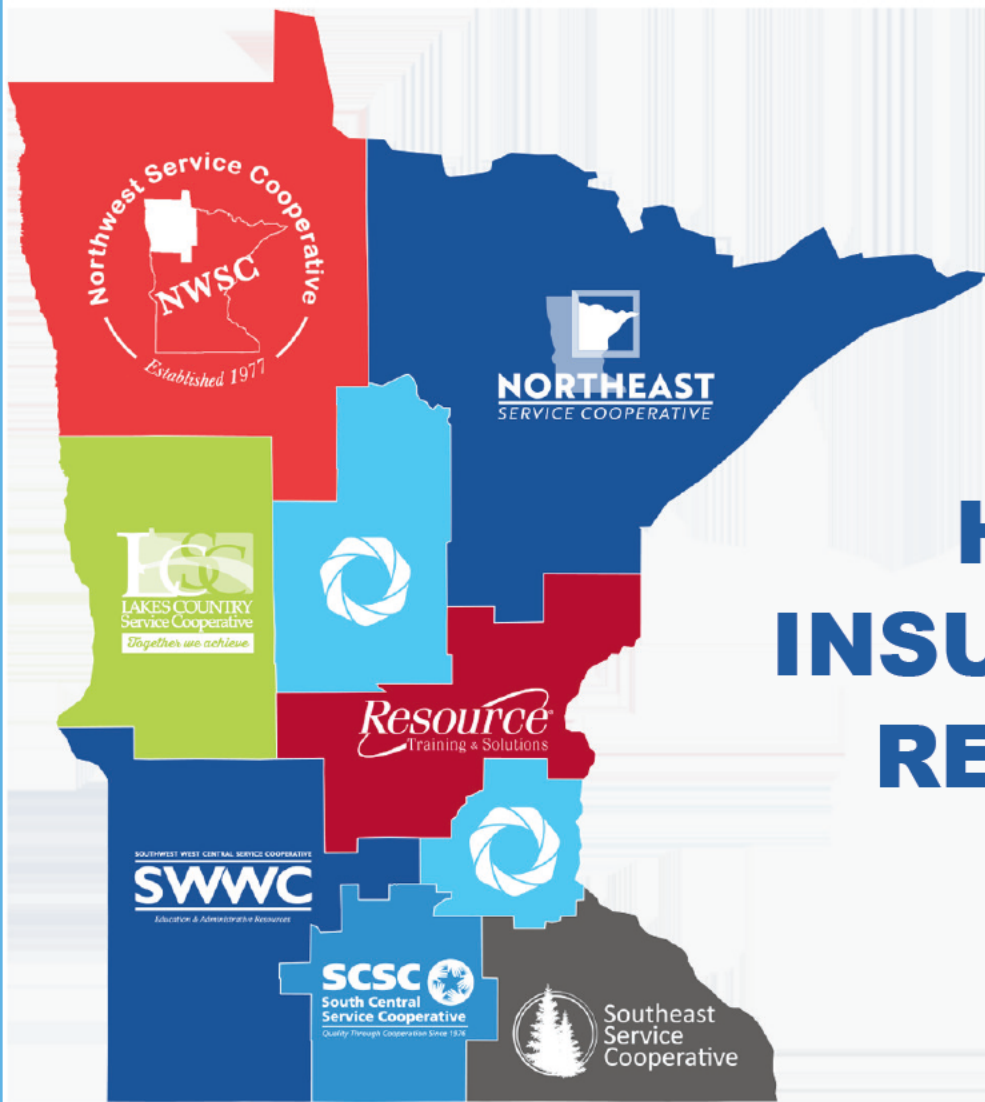
- ⇒ The average statewide small group pool increase over the same period is 7.3%.
- ⇒ The 2026 medical/pharmacy trend factor (*inflation*) is 8.8%.
- ⇒ Our 7.8% average increase over the past 5 years is about a percentage point lower than the 2026 trend.

Carrier Information

- Average small group increases for MN carriers for 2026 are:
 - ✓ Medica 10%
 - ✓ Health Partners 13%
 - ✓ United Healthcare 14%
 - ✓ BCBS 17%
- Our 2026 increase of 4.8% is considerably lower than the market increases.



**Minnesota
Healthcare
Consortium**
Participating Minnesota Service Cooperatives



2026 HEALTH INSURANCE RENEWAL

www.mnhc.gov



Health insurance is a need and providing it can be a challenge for organizations of all sizes. The Minnesota Healthcare Consortium (MHC) is a partner in bringing Minnesota schools, cities and counties the best plans at the best pricing, along with extensive wellness resources to serve the needs of the population.

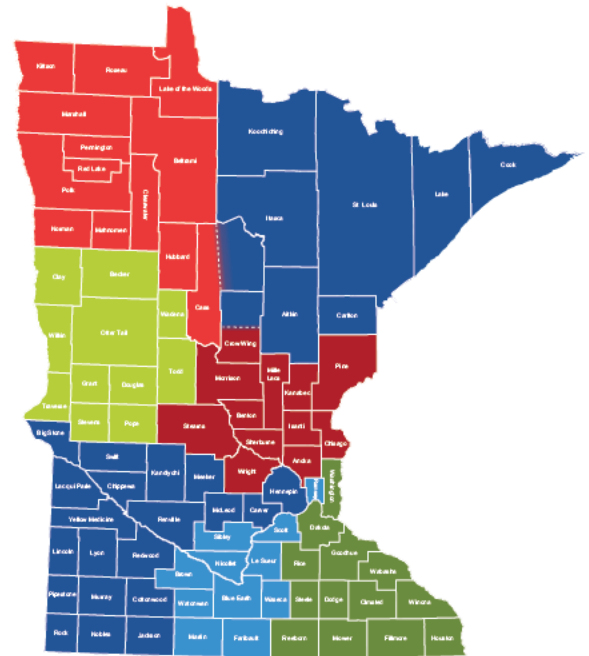
MHC is the second largest health insurance pool in the state behind the State of Minnesota. We negotiate statewide pricing and create a large, diverse membership that reduces costs for everyone, including taxpayers.

Many insurance programs seek to control costs by limiting access to only select health care providers and pharmacies. MHC believes it is important to maintain access and choice by providing flexible options for groups and employees.

With MHC, enrolled groups may:

- Choose from the broadest provider and pharmacy networks.
- Access a seamless national network for out-of-state claims.
- Access the Mayo Clinic for complex healthcare needs.
- Select from the MHC plan portfolio or establish a more tailored plan to meet the group's needs.

Visit our online video gallery and see how we've supported Minnesota public-sector organizations that are the foundation of our communities.



..... OUR PARTNERS



Health Plan Administrator
Rely on MHC and Medica for great service, an extensive network of healthcare providers, and numerous wellness resources designed to empower members to achieve their optimal health.



Medical Spending Accounts
With MHC and WEX Health, you get a team of knowledgeable experts with extensive years of public sector experience. That experience helps guide members in managing their money for current and future medical expenses.



Vision Care
VSP provides a range of options, including voluntary and employer-sponsored plans. Employers have the flexibility to select either a comprehensive plan covering examination services or a materials-only plan.





Terms and Conditions

1. Your Regional Service Cooperative's medical & pharmacy benefits program is administered by Medica. Medica also underwrites the specific and aggregate stop loss insurance and provides customer service and account management support. The Minnesota Healthcare Consortium, of which your Regional Service Cooperative is a member, also self-insures a layer of stop loss combined with other participating service cooperatives in a statewide pooling arrangement.
2. The rates are contingent on being the only health plan(s) that you offer.
3. The rates are based on the benefit description and expected enrollment shown for each plan. If you request different benefits, or if your actual enrollment varies from expected enrollment listed by more than 10%, we reserve the right to make changes to the rates.
4. At least 50% of the total number of all eligible employees must enroll in the program for coverage to be offered to your group.
5. The employer must contribute at least 50% of the cost of the lowest priced health plan offered to your employees.
6. Rates included are guaranteed for 12 months beginning on July 1, 2026 contingent on becoming a member of the service cooperative.
7. Rates and plans are compliant with state and Federal regulations, including ACA.
8. Cash in lieu of benefits are not recommended. Please discuss variations with the Service Cooperative.
9. Your quoted rates may include commission as indicated on your renewal confirmation page.
10. MHC utilizes Benefitsolver to manage Medica enrollment. Review your bill each month to confirm changes made are reflected. It's especially important to review after open enrollment and at the beginning of the plan year. Retroactive terminations are limited to 60 days. Qualifying life event changes need to be entered within 30 days of the event.
11. Your account will continue to be serviced locally by your Regional Service Cooperative and Medica.
12. The Regional Service Cooperative collects premiums in full from members via ACH on a monthly basis.
13. The group must sign the Joint Powers Agreement.
14. The group must become a member of the Regional Service Cooperative, and pay any associated fees, (if applicable).

For questions, please contact your Regional Service Cooperative representative.

MINNEOTA PUBLIC SCHOOLS



Request For Proposals - Group Insurance Coverage

Effective Date: 7/1/2026

Section 1:

	Rate Tier	Assumed # of Contracts	MHC Proposed Rates (with commissions)	MHC Proposed Rates (w/o commissions)	Brief Description / Group Number(s)
Plan 1	Single	1	\$1,176.36	\$1,176.36	MSI PP MN 1500-25-20% 43753
	Family	2	\$2,567.68	\$2,567.68	
Plan 2	Single	5	\$928.88	\$928.88	MSI PP MN 5000-0% HSA 43754
	Family	4	\$2,027.52	\$2,027.52	
Plan 3	Single	5	\$862.04	\$862.04	MSI PP MN 6350-0% HSA 43755
	Family	8	\$1,881.62	\$1,881.62	

Total Contracts:	25
Total Annual Premium:	\$461,152
Premium PCPM (per contract/mo):	\$1,537.17
Total Annual Commissions:	\$0
Total Commissions PCPM:	\$0.00
Total Annual Premium (no commissions):	\$461,152
Premium PCPM (no commissions):	\$1,537.17

Section 2:

Brief Plan Description - NOTE: SBC or benefit book required for all quoted plans.

	Plan 1	Plan 2	Plan 3	Plan 4
Does Plan Match Current Benefit (Y or N)	Y	Y	Y	
Plan Type	PPO	PPO	PPO	
Plan Minimum Value (MV)	0.000	0.000	0.000	
Network Name	PP	PP	PP	
Network Description (Broad or Narrow)	Broad	Broad	Broad	
Primary Care Model (Y or N)	N	N	N	
Multiple Tiers Within Network	NA	NA	NA	
Note Number of Tiers and Deductible Range	NA	NA	NA	
HSA/VEBA Account	NA	HSA	HSA	
INN Single Deductible	\$1,500	\$5,000	\$6,350	
INN Family Deductible	\$3,000	\$10,000	\$12,700	
Embedded Deductible (Y or N)	Embedded	Embedded	Embedded	
4th Quarter Deductible Carryover Included (Y or N)	N	N	N	
Coinsurance %	20%	0%	0%	
Office Visit Copay Amount	\$25	0%	0%	
INN Single Out of Pocket Limit	\$3,000	\$5,000	\$6,350	
INN Family Out of Pocket Limit	\$6,000	\$10,000	\$12,700	
Pharmacy included in OOP Limit (Y or N)	Y	Y	Y	
Pharmacy Separate Out of Pocket Limit (Y or N)	N	N	N	
Pharmacy Network Name	Medica Comp Ntwk	Medica Comp Ntwk	Medica Comp Ntwk	
Pharmacy Network (Broad or Narrow)	Broad	Broad	Broad	
Pharmacy List (Open or Closed)	Open	Open	Open	
Pharmacy List (Broad or Narrow)	Broad	Broad	Broad	
Pharmacy Separate Deductible (Y or N)	N	N	N	
Pharmacy Separate Copay Generic	\$10	NA	NA	
Pharmacy Separate Copay Preferred Brand	\$40	NA	NA	
Pharmacy Separate Copay Non-Preferred Brand	\$70	NA	NA	
Pharmacy Separate Copay Specialty	See SBC for Details	See SBC for Details	See SBC for Details	

*Note: MV calculations for HSA/HRA plans assume no annual employer contributions. If employer does contribute to employee HSA/HRA accounts the MV values will be higher.

Wellness Programs

Your Minnesota Healthcare Consortium health plan includes resources to help you and your employees stay healthy and get support – at no extra cost to employees.

PROGRAM	RESOURCES
Medica CallLink®	Trusted answers day or night. Get 24-hour health support from advisors and nurses. Call 1 (800) 962-9497 (TTY: 711).
My Health Rewards by Medica®	<p>Get inspired to make positive changes. Complete activities personalized just for you and earn rewards. Employees can earn up to \$345 in rewards per year and spouse and dependents can earn up to \$225 in rewards per year.</p> <p><i>Employees:</i></p> <ul style="list-style-type: none"> • Download the free Personify Health app from the App Store or Google Play. • Open the app, choose <i>Create Account</i>, and search for and choose <i>Minnesota Healthcare Consortium</i> on the sponsor organization list. • Or go to Medica.com/MHC to create your account online. <p><i>Spouses and dependents ages 18+:</i></p> <ul style="list-style-type: none"> • Download the free Personify Health app from the App Store or Google Play. • Open the app, choose <i>Create Account</i>, and search for <i>Medica</i> on the sponsor organization list. Then choose <i>Medica My Health Rewards</i>. • Or go to Medica.com/MHC to create your account online.
Omada	<p>Personalized support to reach your health goals. Omada’s digital health programs give you the tools and support you need:</p> <ul style="list-style-type: none"> • Omada for Prevention helps you make small changes to lose weight and reduce your risk for diabetes and heart disease. • Omada for Diabetes provides personalized coaching and digital tools to help you improve your blood glucose control. • Omada for Joint & Muscle Health helps you build muscle to prevent aches and pains, and connects you with a licensed physical therapist to help treat current muscle or joint pain, all on your mobile device and schedule. <i>(Available to members enrolled in a Medica Choice® Passport plan).</i> <p>Learn more at OmadaHealth.com/MHC.</p>
Ovia Health	<p>Access live and tailored 1:1 support for every journey. Ovia Health is here to guide and support you through all of life’s moments: From cycle tracking and trying to conceive, to pregnancy, parenting, and managing perimenopause and menopause. Get clinically-backed content and unlimited support from Ovia’s Care Team of health coaches, registered nurses, nutritionists, and certified nurse midwives. Sign in to your member account to learn more about the Ovia apps and enroll at no cost: Medica.com/SignIn.</p>
Calm Health	<p>Access Calm Health, a mobile app with highly rated tools for mindfulness, sleep, and more, all at no additional cost to you. It’s psychologist-designed programs, self-guided steps, and personalized recommendations to help you build life-changing habits.</p>

Support resources

Minnesota Healthcare Consortium

Resources for Group Leaders and Employees

Resources for Group Leaders

Medica Employer Service Center

The Medica Employer Service Center is the place to call when you have questions about benefits, claims and more as a Group Leader. Our team of senior-level professionals has the training, knowledge and resources to quickly:

- Clarify benefit information.
- Check claims and provider status.
- Order new ID cards and other materials.
- Get questions answered about the Medica member website.

Call the Employer Service Center at **1 (800) 936-6880**. We're available 8 a.m. - 5 p.m. CST Monday, Tuesday, Wednesday and Friday. And 9 a.m. - 5 p.m. on Thursdays. Or email MedicaServiceCenter@Medica.com.

Businessolver (formerly Capstone)

Businessolver can help with membership eligibility and enrollment questions, billing issues, demographic corrections and reset administrator passwords for Benefitsolver. Call **1 (515) 453-8723** or email mhc@businessolver.com.

Benefitsolver Portal

Access your employer monthly invoice on your Benefitsolver portal. View reports including: employee census, new hires, cobra qualifying events, address changes, employee termination, and many more. Visit [Benefitsolver.com](https://www.benefitsolver.com).

Resources for Employees

Medica Customer Service

When your employees have questions about their health plan benefits, we're here to help. Employees can call Customer Service to get answers to their questions:

- Is my doctor in the network?
- Do I have a copay? A deductible? Coinsurance?
- Has my claim been paid?
- How much will my prescription cost?
- What health and wellness programs are available?

Call Customer Service at **1-877-347-0282** (TTY: **711**). We're available 7 a.m.- 8 p.m. Monday - Friday and 9 a.m.-3 p.m. on Saturdays.

Support resources

Minnesota Healthcare Consortium

Medica CallLink for 24/7 nurse support

Medica CallLink connects employees with trusted advisors and nurses to get the health answers they need—at no extra cost.

- Learn more about a diagnosis.
- Decide what care will meet your needs.
- Understand symptoms and treatment options.
- Find a doctor or hospital and make an appointment.

Talk with an advisor or nurse, 24/7 at **1 (800) 962-9497** (TTY: **711**).

Medica member website

The Medica member website is your employees' one-stop resource for all kinds of information to help them manage their health plan benefits and improve their health:

- Order ID cards.
- Find out what their plan covers.
- Track claims.
- Find a health care provider.
- See what drugs are covered.
- Learn about health and wellness programs.

It only takes a few minutes to register. Employees can go to [Medica.com/SignIn](https://www.Medica.com/SignIn) and follow the instructions to create their account and access their plan information.

My Health Rewards by Medica® support

Have questions about the My Health Rewards by Medica program? Call 1 (833) 450-4074 or email MyHealthRewards.Support@personifyhealth.com. Use the Chat button if you're using a web browser.



Plan change notice

For 2026 Medica self-insured plan documents Minnesota Healthcare Consortium (MHC)

We review our self-insured plans each year to make sure they meet market and regulatory compliance standards. The following changes will impact plan documents for your next plan year.

These changes will be included in your new Plan Document(s) as applicable for your renewal. Note that the plans listed below represent all plans offered by MHC. **Updates will be applied to the specific benefits covered by your organization’s plans if applicable.**

Note: We don’t test self-insured plan designs for compliance with mental health parity requirements. If you have related questions, please reach out to your benefit advisors.

This grid is accurate as of 2/1/2026. If there are further updates, we’ll share those changes.

Internal Revenue Service (IRS) guideline changes		
<p>2026 high-deductible health plan (HDHP) HSA updates*</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Deductible, Out-of-pocket maximum and Lifetime maximum <p>*HSA plans only</p>	<p>Following IRS HDHP limitations for 2026.</p>	<p>2026 HDHP limitations updates:</p> <p>Deductible — embedded</p> <ul style="list-style-type: none"> Single: \$3,400 - \$8,500 Family: \$3,400 - \$17,000 <p>Deductible — non-embedded</p> <ul style="list-style-type: none"> Single: \$1,700 - \$8,500 Family: \$3,400 - \$10,600 <p>Out-of-pocket maximum — embedded</p> <ul style="list-style-type: none"> Single: \$3,400 - \$8,500 Family: \$3,400 - \$17,000 <p>Out-of-pocket maximum — non-embedded</p> <ul style="list-style-type: none"> Single: \$1,700 - \$8,500 Family: \$3,400 - \$10,600

Standard language, benefit and administrative changes

These changes will be included in your new Plan Document(s) as applicable for your renewal. Note that the plans listed below represent all plans offered by MHC. **Updates will be applied to the specific benefits covered by your organization's plans if applicable.**

Description	Current Coverage	Coverage Change
<p>Ambulance and Emergency Room Care*</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Ambulance Emergency Room Care <p>*Non-HSA plans only</p>	<p>Cost share (i.e. copay or coinsurance) does not match</p>	<p>Emergency room and emergency ambulance must align on cost share type. Emergency ambulance must be equal to or less than emergency room copay/coinsurance in the cost share amount. Benefits will be adjusted to apply standard coinsurance</p> <p>Reason</p> <p>Mental Health Parity – Federal Regulation</p>
<p>New section header name <u>language change only</u></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Physical, Speech and Occupational Therapies 	<p>Physical, Speech and Occupational Therapies section header</p>	<p>Update title of section to Rehabilitative and Habilitative Therapies</p> <p>Reason</p> <p>Language consistency</p>
<p>Ambulance transportation for mother or newborn <u>language change only</u></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Ambulance Pregnancy-Maternity Care 	<p>Ambulance – Benefit table</p> <p>2. Non-emergency licensed ambulance service that is arranged through an attending physician, as follows:</p> <ol style="list-style-type: none"> Transportation from hospital to hospital when: <ol style="list-style-type: none"> Care for your condition is not available at the hospital where you were first admitted; or Transportation from hospital to skilled nursing facility 	<p>Update the language for 2. b. in table</p> <p>Move mother or newborn transfer language from Pregnancy – Maternity Care to Ambulance</p> <p>Add language to Pregnancy – Maternity Care pointing to Ambulance</p> <p>Reason</p> <p>MN regulatory requirement</p>

<p>Medication Assisted Treatment (MAT)*</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Behavioral Health - Mental Health and Substance Use <p>*Non-HSA plans only</p>	<p>Cost share (i.e. copay or coinsurance) does not match</p>	<p>MAT and outpatient facility must align on cost share type (i.e. copay or coinsurance) and MAT must be equal to or less than outpatient facility cost share amount to align with Mental Health Parity requirements</p> <p>Reason</p> <p>Mental Health Parity – Federal Regulation</p>
<p>Mental health condition and Substance use condition definitions <u>language change only</u></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Behavioral Health – Mental Health and Substance Use Definitions 	<p>Behavioral Health – Mental Health and Substance Use</p> <p>What to keep in mind</p> <p>To be covered, services must diagnose or treat mental health or substance use disorders listed in the current edition of the <i>International Classification of Diseases (ICD)</i> or the <i>Diagnostic and Statistical Manual of Mental Disorders (DSM)</i>.</p> <p>Definitions</p> <p>Mental disorder. A physical or mental condition having an emotional or psychological origin, as defined in the current edition of the <i>International Classification of Diseases (ICD)</i> or the <i>Diagnostic and Statistical Manual of Mental Disorders (DSM)</i>.</p>	<p>Update What to keep in mind</p> <p>Add definition</p> <ul style="list-style-type: none"> Substance use condition (also sometimes referred to as “substance use disorder”). <p>Update definition</p> <ul style="list-style-type: none"> Mental health condition disorder (also sometimes referred to as “mental disorder”). <p>Reason</p> <p>Mental Health Parity – Federal Regulation</p>
<p>Nutritional Counseling and Nutritional Classes <u>language change only</u></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Behavioral Health – Mental Health and Substance Use, What’s Covered 	<p>Currently not defined in plan documents</p>	<p>Add Nutritional Counseling and Nutritional Classes to list of covered services under Behavioral Health - Mental Health and Substance Use, What’s Covered</p> <p>Reason</p> <p>Mental Health Parity – Federal Regulation</p>
<p>Exclusion for educational services <u>language change only</u></p> <p>Section(s) impacted:</p>	<p>What’s Not Covered</p> <p>Services solely or primarily educational in nature</p>	<p>Update language</p> <p>Services educational in nature, except as specifically described in the Behavioral Health – Mental Health and Substance Use, Physician and Professional Services, Pregnancy – Maternity Care and Preventive Health Services sections.</p>

<ul style="list-style-type: none"> Behavioral Health – Mental Health and Substance Use, What’s Not Covered Home Health Care, What’s Not Covered Physical, Speech and Occupational Therapies, What’s Not Covered (This section will now be Rehabilitative and Habilitative Therapies) Skilled Nursing Facility, What’s Not Covered What’s Not Covered 		<p>Update language in What’s Not Covered</p> <p>Services primarily educational in nature, except as specifically set forth in this section or other sections of this plan.</p> <p>Reason</p> <p>Mental Health Parity – Federal Regulation</p>
<p>Exclusion for services related to intellectual or learning disabilities</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Behavioral Health – Mental Health and Substance Use, What’s Not Covered 	<p>What’s Not Covered</p> <p>Services beyond the initial assessment to diagnose intellectual or learning disabilities</p>	<p>Remove language</p> <p>Reason</p> <p>Mental Health Parity – Federal Regulation</p>
<p>Insulin pump and chronic disease cost shares*</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Durable Medical Equipment, [Orthotics,] Prosthetics and Medical Supplies Prescription Drugs Prescription Specialty Drugs <p>*HSA plans only</p>	<p>Follows standard pharmacy coverage to apply deductible</p>	<p>Cost-sharing for certain prescription drugs and related medical supplies to treat chronic diseases no longer requires a deductible. Examples include syringes, insulin pens, and test strips</p> <p>Reason</p> <p>Regulatory requirement</p>
<p>Exclusion for therapies with no reasonable expectation of improvement <u>language change only</u></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Home Health Care, What’s not covered Physical, Speech and Occupational Therapies, What’s 	<p>Home Health & Skilled Nursing Facility</p> <p>What’s not covered:</p> <p>Physical, speech or occupational therapy services when there is no reasonable expectation that the member’s condition will improve over a predictable period of time according to generally accepted standards in the medical community.</p>	<p>Remove language from Home Health, Rehabilitative and Habilitative Therapies & Skilled Nursing Facility</p> <p>Update language in What’s Not Covered</p> <p>Reason</p> <p>Mental Health Parity – Federal Regulation</p>

<p>not covered (This section is now labeled: Rehabilitative and Habilitative Therapies)</p> <ul style="list-style-type: none"> • Skilled Nursing Facility, What's not covered • What's Not Covered 	<p>Physical, Speech and Occupational Therapies</p> <p>What's not covered:</p> <p>Physical, speech or occupational therapy services (including but not limited to services for the correction of speech impediments or assistance in the development of verbal clarity) when there is no reasonable expectation that your condition will improve over a predictable period of time according to generally accepted standards in the medical community.</p> <p>What's Not Covered</p> <p>Physical, occupational or speech therapy or chiropractic services when there is no reasonable expectation that the condition will improve over a predictable period of time.</p>	
<p>Visit limit clarification for treatment of mental health and/or substance use conditions</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> • Home Health Care • Physical, Speech and Occupational Therapies (This section is now labeled: Rehabilitative and Habilitative Therapies) • Skilled Nursing Facility 	<p>Home Health Care and Skilled Nursing Facility visit limits apply to medical and behavioral health services</p> <p>Physical, Speech, and Occupational Therapies</p> <p>Visit limits are not applicable to behavioral health conditions.</p>	<p>Add language below to Home Health Care and Skilled Nursing Facility</p> <p>Update language below in Rehabilitative and Habilitative Therapies</p> <p>Please note: This visit limit does not apply to services for treatment of mental health and/or substance use conditions.</p> <p>Reason</p> <p>Mental Health Parity – Federal Regulation</p>
<p>Out-of-network Hospice</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> • Hospice Services 	<p>No coverage out-of-network</p>	<p>Standard out-of-network benefits (deductible and coinsurance) will apply</p> <p>Reason</p> <p>Plan alignment</p>
<p>Outpatient hospital – facility, outpatient medical-related dental and general anesthesia and outpatient facility-based sleep study*</p>	<p>Covered with flat dollar copay</p>	<p>Cost share aligns to “All Other Outpatient” Physician & Professional Services</p> <p>Reason</p>

<p>Section(s) impacted:</p> <ul style="list-style-type: none"> Hospital Services Medical-Related Dental Services Sleep Studies <p>*Non-HSA plans only</p>		<p>Mental Health Parity – Federal Regulation</p>
<p>Out-of-network Urgent Care</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Physician and Professional Services 	<p>Coverage varies by plan; Out-of-network benefits do not match in-network</p>	<p>Cost share will be updated to match in-network coverage</p> <p>Reason</p> <p>Plan alignment</p>
<p>Obesity references <u>language change only</u></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Prescription Drugs, What’s not covered Prescription Specialty Drugs, What’s not covered Transplant Services, What’s not covered What’s Not Covered Definitions 	<p>What’s Not Covered</p> <p>Appetite suppressants and other drugs used to assist with weight loss or manage obesity...</p>	<p>Remove “or manage obesity” or “obesity management”</p> <p>Reason</p> <p>Removing reference to a specific medical condition (i.e. obesity)</p>
<p>Diagnostic breast cancer screenings</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Certain Cancer-Related Testing Preventive Health Care 	<p>Certain Cancer-Related Testing</p> <p>Diagnostic services or testing after a mammogram if your provider determines you require such additional services.</p> <p>Preventive Health Care</p> <p>Women’s preventive health services including mammograms (including digital breast tomosynthesis), screenings for cervical cancer (including pap smears), human papillomavirus (HPV) testing, counseling for sexually transmitted infections, counseling for human immunodeficiency virus (HIV), BRCA genetic testing and related genetic counseling (when appropriate)</p>	<p>Remove benefit from Certain Cancer-Related Testing section</p> <p>Update “Please note” language in the Preventive Health Care benefit for “Women’s preventive health services...”</p> <p>Please note: Preventive mammogram screenings include coverage for women at average risk for breast cancer. Women may require additional imaging (e.g., magnetic resonance imaging (MRI), ultrasound, mammography) or diagnostic services and testing (including pathology evaluation) to complete the screening process or to address findings on the initial screening mammography. If such services or testing are indicated, they are included in this benefit.</p>

	<p>Please note: Preventive mammogram screenings include, but are not limited to, coverage for women at-risk for breast cancer. “At-risk for breast cancer” means 1) having a family history with one or more first- or second-degree relatives with breast cancer; 2) testing positive for BRCA1 or BRCA2 mutations; 3) having heterogeneously dense breasts or extremely dense breasts based on the Breast Imaging Reporting and Data System established by the American College of Radiology; or 4) having a previous diagnosis of breast cancer.</p>	<p>Reason HRSA/federal guidance</p>
<p>Skilled Nursing Facility limits</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Skilled Nursing Facility 	<p>In-network and/or out-of-network – does not have visit limits referenced</p>	<p>120 days per year for in-network and out-of-network combined</p> <p>Reason Plan alignment</p>
<p>Charges not in compliance with coding/reimbursement guidelines <u>language change only</u></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> What’s Not Covered 	<p>What’s Not Covered</p> <p>Charges billed by a non-network provider that are not in compliance with generally accepted coding and reimbursement guidelines, including those of the American Medical Association (AMA), the Centers for Medicare and Medicaid Services (CMS) and the community.</p>	<p>Update exclusion</p> <p>Charges billed that are not in compliance with generally accepted coding and reimbursement guidelines, including those of the American Medical Association (AMA), the Centers for Medicare and Medicaid Services (CMS) and the community.</p> <p>Reason Mental Health Parity – Federal Regulation</p>
<p>Computer software, including related subscription fees <u>language change only</u></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> What’s Not Covered 	<p>What’s Not Covered</p> <p>Computer software is excluded but currently not defined in plan documents</p>	<p>Add exclusion</p> <p>Computer software, whether downloaded, on a server or personal computer, web-based or as a mobile application (“App”), including any subscription fees related to the implementation, administration, monitoring or usage of such Apps.</p> <p>Reason Exclusion/coverage clarification</p>

<p>Sales Tax <u>language change only</u></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> What's Not Covered 	<p>What's Not Covered</p> <p>Sales tax is excluded but not currently not defined in plan documents</p>	<p>Add exclusion</p> <p>Sales Tax.</p> <p>Reason</p> <p>Exclusion/coverage clarification</p>
<p>Services for snoring</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> What's Not Covered 	<p>What's Not Covered</p> <p>Services solely for or related to the treatment of snoring.</p>	<p>Language clarification</p> <p>Services solely for the treatment of snoring.</p> <p>Reason</p> <p>Exclusion/coverage clarification</p>
<p>Note regarding evidence-based modalities <u>language change only</u></p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Definitions 	<p><i>Please note: Individual, family and group counseling/therapy that is provided must be based on evidence-based modalities with proven efficacy. Therapy provided using modalities with unproven efficacy must occur in addition to the evidence-based practices.</i></p>	<p>Remove language from Mental health residential treatment services and Substance use disorder residential treatment services definitions</p> <p>Reason</p> <p>Mental Health Parity – Federal Regulation</p>
<p>Note regarding approval of Plan Documents</p>	<p><i>Please note: The plan sponsor is required to review and approve plan documents annually</i></p>	<p>In the event an MHC Employer Member has not signed and approved a Plan Document within sixty (60) days following the date Medica Self-Insured (MSI) provided the Plan Document, MHC shall be deemed to have adopted the Plan Document on behalf of the MHC Employer Member, unless MSI and MHC have mutually agreed in writing to a different timeframe. If directed by MHC in writing, MSI will work with an MHC Employer Member for a period of sixty (60) days regarding a Plan Document. If such Plan Document is not approved within such sixty (60) day period, MHC and the MHC Employer Member shall be deemed to have adopted the Plan Document originally provided by MSI.</p>
<p>Home Health Care limit</p> <p>Section(s) impacted:</p> <ul style="list-style-type: none"> Home Health Care 	<p>Home Health Care – Benefit table</p> <p>If you are also enrolled in the Medical Assistance Program, you may be eligible for additional skilled nursing care.</p>	<p>Update language</p> <p>If you are also enrolled in the Medical Assistance Program, you may be eligible for additional skilled nursing care through the Medical Assistance Program. However, in no event will the</p>

		<p>total number of home health visits covered by Medica exceed the number of visits set forth above.</p> <p>Reason</p> <p>Consistency in the coverage of home care nursing services in accordance with MN statute</p>
--	--	--



NORTHEAST

SERVICE COOPERATIVE

3/12/26

Dear Dental Pool Member,

As we approach the close of another Dental Plan year, we want to pause and express our sincere gratitude for your continued trust in NESC. Supporting the health and wellness of you and your employees is a responsibility we take seriously, and your partnership makes that mission possible.

Each year, NESC conducts a comprehensive review of the Dental Pool — analyzing claims activity, utilization trends, and market costs — to ensure we continue delivering benefits that are both meaningful and financially sustainable. This year's review brought an encouraging highlight: a significant number of participants actively utilized their preventive care benefits. That kind of proactive engagement is exactly what a well-designed dental plan is built to support, and we commend your group for embracing it.

As with many benefit programs, the rising cost of dental care services requires us to make a nominal premium adjustment to maintain the quality coverage you depend on. Effective **July 1, 2026**, the following updated monthly premiums will apply:

- **Single:** \$ (w s \$6 ; 2 % increase)
- **Family:** 15 (wa \$14 ; 8.3% increase)

Importantly, there will be no changes to your plan benefits. Your group will continue to enjoy:

- Annual maximum benefit of \$1,500 per covered individual
- Lifetime orthodontic maximum of \$1,000 for covered individuals age 18 and younger

We understand that any cost adjustment warrants careful consideration, and we want you to know that this decision was not made lightly. Our commitment remains to provide you with the highest quality coverage at the most competitive and responsible price point possible.

If you have any questions about this adjustment or any other aspect of your coverage, please do not hesitate to reach out to our team. We are here to help and look forward to continuing to serve you in the year ahead.

Thank you for your continued partnership with us. We are proud to have you as a valued member of the NESC Dental Pool.

Warmly,

Karen Butkovich
218-748-7607

Lauren Sterk
218-748-7622

Jeanette Mellesmoen
218-748-7617

Central Office:
5525 Emerald Avenue
Mt. Iron, MN 55768
218-741-0750
218-741-1719 FAX
info@nescmn.net

Executive Director:
Paul Brinkman

Board Chairperson:
John Berklich, Jr.
Hibbing

Board of Directors:

Walt Hautala
Mesabi East

Timothy Riordan
Rock Ridge

Julie Peterson
Moose Lake

Bob Rahja
Chisholm

John Klarich
St. Louis County

Susan Kaslow
Hill City

NESC is an equal opportunity
provider and employer.



Delta Dental of Minnesota

Monthly Rates:
Single \$72 Family \$157

Delta Dental PPO™ &
Delta Dental Premier®

Northeast Service Cooperative-High Plan Effective 7/1/26-6/30/27

Client #101610

Plan Benefit Highlights			
Network(s)	Delta Dental PPO™	Delta Dental Premier®	Non-Participating*
Plan Year Maximum Per person 7/1/2026-6/30/2027	\$1,500	\$1,500	\$1,500
Lifetime Ortho Maximum Per eligible covered dependent child	\$1,000	\$1,000	\$1,000
Deductible Per person / per family per plan year No deductible for diagnostic and preventive services or orthodontics	\$0	\$0	\$0
Eligible Dependents	Spouse and dependent children up to age 26		
Covered Services	Dental Benefit Plan Coverage		
Diagnostic & Preventive Services Exams Cleanings X-rays Sealants Fluoride treatments Space Maintainers	100%	100%	100%
Basic Services Emergency treatment for relief of pain Amalgam restorations (silver fillings) Composite resin restorations (white fillings) on both anterior (front) and posterior (back) teeth	80%	80%	80%
Endodontics Root canal therapy on permanent teeth Pulpotomies on primary teeth for dependent children	80%	80%	80%
Periodontics Surgical/Nonsurgical periodontics	80%	80%	80%
Oral Surgery Surgical/Nonsurgical extractions All other covered oral surgery	80%	80%	80%
Major Restorative Crowns Crown repair	80%	80%	80%
Prosthetic Repairs and Adjustments Denture adjustments and repairs Bridge repairs	60%	60%	60%
Prosthetics Dentures (full and partial) Bridges Implants	60%	60%	60%
Orthodontics Treatment for the prevention/correction of malocclusion Available for dependent children ages 0 through age 19	50%	50%	50%

This is a summary of benefits only and does not guarantee coverage. For a complete list of covered services and limitations/exclusions, please refer to the Dental Benefit Plan Summary.

*Dentists who have signed a participating network agreement with Delta Dental have agreed to accept the maximum allowable fee as payment in full. Non-participating dentists have not signed an agreement and are not obligated to limit the amount they charge; the member is responsible for paying any difference to the non-participating dentists.



Minneota Public School District

Policy 524.5

Adopted: May 2026

524.5 PERSONAL ELECTRONIC COMMUNICATION DEVICES

I. PURPOSE

The objective of this policy is to support the school district's focus on learning in alignment with the district's mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

II. GENERAL STATEMENT OF POLICY

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

III. DEFINITIONS

- A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to bell" includes lunch and time in between class periods.
- B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smart phone that encompasses the above features.
- C. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.
- D. "Instructional Time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.

- E. “Personal Electronic Communication Device” means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics.
- F. “Stored” means a cell phone or personal electronic communication device not being carried on the student’s person, including not in the student’s pocket. Storage options may include, but are not limited to, in the student’s backpack, in the student’s locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

A. Personal Electronic Communication Device Use

1. ~~1.~~—Students are prohibited from using personal and student-owned electronic communication devices during the school day on school premises or at school-sponsored activities, unless explicitly authorized in advance by school administration for educational purposes. If authorized by school staff, these devices may also be used for emergency purposes.

For purposes of this policy, a personal electronic communication device is one that is capable of sending or receiving data, capturing images, or playing audio/video. This includes, but is not limited to smartphones, smartwatches, etc.

2. Elementary Schools (K-5)

- a. Students are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.
- b. All personal electronic communication devices shall be kept in designated areas and turned off.

3. Middle Schools/Junior High Schools

4. High Schools (9-12)

- a. Students are prohibited from using personal electronic communication devices during instructional time, which includes the entire period of a scheduled class and other times when students are directed to report to and participate in any instructional activity.

- b. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other personal electronic communication devices, and all notifications must be turned off.
 - c. All personal electronic communication devices shall be kept in designated areas and turned off during instructional time. Personal electronic communication devices may be used during passing times and lunch periods; however, such use is discouraged.
- B. Off-Campus School-Sponsored Activities

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

V. **LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES**

A. Limitations on Use of Personal Electronic Communication Devices

1. Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events or impairs or interferes with school district operations.
2. Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.
3. Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.
4. Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.
5. Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

B. Storage of Personal Electronic Communication Devices

Students shall keep their personal electronic communication devices in a secure place, such as the student's locker, a closed backpack, a storage device provided by the school, or an area designated by the classroom teacher at all times when personal electronic communication device use is prohibited.

VI. EXCEPTIONS

- A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
- B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- C. Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- D. A student may use a personal electronic communication device during a time at which use would otherwise be prohibited when the student has been granted permission from a staff member to use the device. If the school district implements a curriculum that uses technology, students may be allowed to use their own personal electronic communication devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.
- E. A personal electronic communication device may be stored in student vehicles parked on school district property provided that the device is not removed from the vehicle while on school district property.
- F. Students who need to make a call may request permission to use a telephone in the building office.

VII. DISCIPLINE

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. Give the student a verbal warning and require the student to store the student's personal electronic communication device in accordance with this policy.

- B. Securely store the student’s personal electronic communication device in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- C. Place the student’s personal electronic communication device in the school’s central office for the remainder of the school day.
- D. Place the student’s personal device in the school’s central office to be picked up by the student’s parent or guardian.
- E. Schedule a conference with the student’s parent or guardian to discuss the student’s personal device use.
- F. Apply discipline as provided under school district policies and as appropriate.
- G. Other (insert as needed).

VIII. SCHOOL DISTRICT RESPONSIBILITY

- A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
- B. The school board directs the superintendent and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the superintendent and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 13.32 (Educational Data)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 121A.73 (School Cell Phone Policy)
 Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
 29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)

Resources:

Away for the Day (www.awayfortheday.org)

MASSP/MESPA, *The Cell Phone Toolkit* (July 2024)

NEW PROPOSED POLICY



Minneota Public School District Policy 525

Adopted: May 2011

Revised: SeptemberApril
20264

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority, and they should be protected from physical or emotional harm during school activities, and on school grounds, buses, or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to strictly enforce its weapons policy (Policy 501).
- B. It is the policy of the school district to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence

in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses, or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minnesota Statutes, section 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (see student handbook). “Gang” as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.

A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (see student handbook).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence, and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/ values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others.)

- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Require all visitors to check-in at the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- M. Develop elementary curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Require all visitors to check-in at the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- P. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- Q. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Welfare Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.

- R. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education’s website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. School board policies designed to protect student’s personal safety are available to them on the school website or in the district office.
- C. Students will be provided with information as to the school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to the school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.57 (Crisis Management Policy)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 31 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School Indep. Sch. Dist. No. 3, 804 F.Supp. 1415, 78 Educ. L.Represent. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 822, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)



Minneota Public School District Policy 603

Adopted: February 2012

Revised: JulyApril 20264

603 CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

The Superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the Superintendent that will provide for periodic reviews of each curriculum area.

IV. DISTRICT ADVISORY COMMITTEE

- A. The school board must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- B. The District Advisory Committee, to the extent possible, must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents must comprise at least two-thirds of committee members.
- C. The District Advisory Committee must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes section 124D.59, subdivisions 2 and 2a.
- D. The school district may establish site teams as subcommittees of the District Advisory Committee.

- E. The District Advisory Committee must recommend to the school board
1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a, 120B.022, subdivisions 1a and 1b, and 120B.35;
 2. district assessments;
 3. means to improve students' equitable access to effective and more diverse teachers;
 4. strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population;
 5. strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths of all racial and ethnic groups; and
 6. program evaluations.
- F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

V. SCHOOL SITE TEAM

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

VI. CURRICULUM DEVELOPMENT PROCESS

- A. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes section 120A.20, subdivision 1(c). A student's plan under this section shall continue while the student is enrolled.
- B. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.

- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 124D.59 (Definitions)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Part 3501.0660 (Academic Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs) MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)



Minneota Public School District Policy 625

Adopted: May 2026

625 RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

I. PURPOSE

The purpose of this policy is to establish clear and actionable guidelines for the responsible, ethical, and transparent use of Artificial Intelligence (AI) within the school district. This policy seeks to support and enhance teaching, learning, and administrative efficiency while upholding academic integrity, protecting privacy, and ensuring equitable access for all students and staff.

Artificial intelligence (AI) language models can assist with various tasks from teaching and learning, to writing support, to data analysis. School district staff who have access to AI tools should understand underlying behaviors and the potential benefits and limitations associated with use.

The school district recognizes that the use of AI can, when used appropriately, enhance student learning by improving the efficiency of education, providing new and creative ways to support learning, and encourage independent research, curiosity, critical thinking, and problem-solving. The school district also recognizes the limitations and potential for misuse of AI.

The school district authorizes staff members to utilize and permit students to utilize ethical and legal use of AI as a supplemental tool to support and expand on classroom instruction, facilitate personalized learning opportunities, and increase educational and learning opportunities, in accordance with the terms of this policy.

The school district authorizes staff to utilize AI as a tool in fulfilling their work responsibilities as consistent with federal and state law and school district policies.

II. GENERAL STATEMENTS OF POLICY

- A. The school district supports use of AI in ways that uphold academic integrity and foster student critical thinking and original work.
- B. The school district supports AI use as an augmentative tool rather than as an autonomous decision-maker. The school district recognizes that human intelligence and H-AI-H protocols should drive the educational process, with AI supporting education and humans remaining accountable for decisions and outcomes

- C. The school district supports use of AI to enhance administrative operations and efficiency.
- D. Student and staff use of AI shall be transparent and responsible. Appropriate attribution shall be provided.
- E. The superintendent or designee will implement and regularly review privacy controls and safety features to protect student, staff, and school district data associated with approved use of AI.
- F. The school district supports and promotes fair access to approved AI tools and will strive to ensure equitable access for all students and staff.
- G. The school district will provide ongoing training and guidance to mitigate the potential for bias and misinformation and will hold students and staff accountable for the consequences of AI use.
- H. This policy applies to all AI use by students and staff regardless of whether the use occurs on school district property, at school district events and activities, or off campus when a nexus to the school district's educational environment exists. Student AI use must be consistent with school district policies on use of cell phones, personal electronic devices, wearable AI devices, and the internet.
- I. The school district recognizes that a student's age may be a key consideration in determining appropriate AI use. For this reason, the school district establishes the following guidelines:
 - 1. Kindergarten through Grade 5: only highly restricted, teacher-mediated AI interactions are permitted. The focus is upon conceptual understanding of AI.
 - 2. Grades 6 through 8: structured introduction to AI tools together with appropriate guardrails. Critical thinking about AI outputs and digital citizenship will be addressed.
 - 3. Grades 9 through 12: centers upon broader AI access with accountability expectations; preparation of students for AI-integrated postsecondary and workforce environments; advanced AI literacy, including an understanding of how AI models work.

III. DEFINITIONS

Definitions of key terms—including Artificial Intelligence (AI), Generative Artificial Intelligence, closed and publicly available AI tools, confidential data, personally identifiable information (PII), and school district-approved AI tools—shall be reviewed and updated as needed to ensure alignment with current technology, legal standards, and school district practices. The school district will provide accessible explanations and examples to support understanding among all stakeholders.

Artificial intelligence in a school district is a category of computer-based systems that analyze data and recognize patterns to support teaching, learning, and administrative operations, for the purpose of assisting human decision-making, within educational and legal constraints, and excluding the replacement of professional judgment or human accountability.

A. Agentic AI

Agentic AI involves systems capable of undertaking multistep actions autonomously, such as web browsing, code execution, interaction with other software, and rendering sequential decisions, without human intervention at each step.

B. AI Tool Types

1. Student-Facing AI

Used by or with students for instruction, where student information may be entered.

2. Confidential AI

Used for non-instructional purposes, processing confidential data to generate new content or recommendations.

3. Operational AI

Used for generating content based on non-confidential data.

C. Closed AI Tools

Closed AI tools are private and can be accessed by school district staff only. Sharing data in a Closed AI Tool is more secure than when using a Publicly Available AI Tool, though information leaks may still occur.

D. Confidential Data/Information

Information that the school district is prohibited by law, policy, or contract from disclosing or that the school district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (PII) about students and employees, student and staff medical information, student education records, and information about any student's individualized education program (IEP) or Section 504 plan.

E. Deep Fake

Any video recording, motion-picture film, sound recording, electronic image, or photograph, or any technological representation of speech or conduct substantially derivative thereof:

1. that is so realistic that a reasonable person would believe it depicts speech or conduct of an individual who did not in fact engage in such speech or conduct; and
2. the production of which was substantially dependent upon technical means, rather than the ability of another individual to physically or verbally impersonate such individual.

F. Generative Artificial Intelligence (GenAI)

Computer-based systems that generate content—such as text, images, audio, or data analysis—in response to prompts. Generative AI includes large language models (LLMs) like ChatGPT, as well as tools that generate audio, images, or video.

G. Generative AI Chatbots

A chatbot with generative AI capabilities that uses large language models (LLMs) and machine learning to simulate natural, human-like conversations and generate content, code, or images in real time. Examples include ChatGPT, Claude, Google Gemini, Meta AI, Microsoft Copilot. It is possible that AI programs, including Generative AI Chatbots, may “hallucinate” (create information that is not true, misleading, or nonsensical).

H. Human-AI-Human Model (H-AI-H)

The H-AI-H model establishes a decision-making framework in K-12 education requiring human judgement at the initiation and human accountability at the conclusion of AI-assisted processes. The model ensures AI serves as an augmentative tool rather than an autonomous decision-maker.

I. Personally Identifiable Information (PII)

Information that can be used to distinguish or trace an individual’s identity, either directly or indirectly through linkages with other information.

PII includes, but is not limited to:

1. The student's name;
2. The name of the student's parent or other family members;
3. The address of the student or student's family;
4. A personal identifier, such as the student's social security number, student number, or biometric record;
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;

6. 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
7. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

J. Publicly Available AI Tools

Publicly available AI tools are generally accessible for public use and the public can access the information that the tools provide.

K. School District-Approved AI Tool

Any AI platform or application that has been reviewed and authorized by the school district's AI Committee. A school district teacher or staff member may request that an AI platform or application be reviewed and authorized.

[Note: See Article VI. below on the Artificial Intelligence (AI) Committee. Schools should consider how to handle teacher and staff use of AI tools that precedes the AI Committee's creation of a school district-approved AI Tool list. It is possible that some pre-existing AI tools will not be permitted.]

L. Synthetic Media

Digital content in a media format (including text, images, video, and audio) created in part or wholly through use of AI.

M. Voice Cloning

The use of AI to create a digital replica of another person's voice through the use of recorded audio samples.

IV. **EQUITABLE ACCESS TO AI TECHNOLOGY**

The school district is committed to ensuring that all students and staff have fair and equitable access to AI technology and related resources. To fulfill this commitment, the school district will:

A. Provision of Resources

Provide necessary devices, internet connectivity, and assistive technologies to students and staff who need them. School district administration will conduct regular reviews to ensure resources remain sufficient and accessible.

B. Assessment and Barrier Reduction

Regularly assess and address barriers to access, including those related to socioeconomic status, disability, language, and geographic location. The school district will implement strategies to eliminate identified barriers.

C. Training

Provide ongoing training for staff and students covering technical skills and ethical considerations, including recognizing and mitigating bias in AI systems and outputs, privacy, and responsible and appropriate use of school district-approved AI.

D. Community Engagement

Engage students, families, and community members in ongoing evaluation of equitable access and the effectiveness of AI implementation. Feedback will be sought regularly to inform improvements.

E. Corrective Action

To ensure equitable access to AI technology, the school district will regularly evaluate whether students and staff have fair and meaningful opportunities to use approved AI tools for learning and work. If disparities in access, participation, or outcomes are identified—such as those related to socioeconomic status, disability, language, or infrastructure—the school district will take timely corrective action. Corrective actions may include reallocating resources, providing targeted training or supports, adjusting implementation practices, or updating policies and procedures. The school district will communicate actions taken and monitor their effectiveness to ensure that AI implementation advances educational equity and does not reinforce existing gaps.

F. Policy Review and Revision

Review and update this policy and its implementation as needed to adapt to evolving technologies, community needs, and feedback from stakeholders.

V. CURRICULUM INTEGRATION AND AI LITERACY

A. The superintendent will work with school district staff to establish instructional protocols and criteria consistent with the H-AI-H model that:

1. identify teacher AI use to assess student work;
2. restrict AI use in student disciplinary matters, student placement decisions, behavioral assessments, or similar matters;
3. require transparency when AI use is part of a decision about a student;
4. establish the right to request a review of the human decision-making in a

consequential AI-influenced decision affecting the student; and

5. articulate the school district's rules regarding AI-assisted surveillance or behavioral monitoring tool.

Any use of AI in the classroom or on class assignments must align with the teachers' instructions and use expectations. Teachers will provide direction when students are authorized to use AI in an assignment. Teachers will direct student use of AI, ensuring that it aligns with the school district guidelines and policies, and the AI Committees plan and procedures, including the school district's approved AI tools.

- B. Use of AI must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other federal and state laws.
- C. Students will indicate AI use on assignments as required by the teacher and the assignment.

VI. ARTIFICIAL INTELLIGENCE (AI) COMMITTEE

The superintendent shall appoint an AI Committee—including teachers, staff, students, parents, and community members—to guide school district AI objectives. The committee will develop, implement, and annually review procedures for AI use, ensuring alignment with school district policies, classroom requirements, and legal standards. The committee will solicit stakeholder feedback and recommend updates to procedures and approved AI tools as technologies and needs change.

[Note: Some school districts may not have sufficient staff or other resources needed to create an AI Committee. Schools may establish a relationship with a local or regional organization (such as a service cooperative) or a third-party vendor, collaborate with other school districts, and utilize resources (such as those created by the Minnesota Generative AI Alliance for Education) to fulfill some or all of the AI Committee responsibilities.]

A. Committee Appointment and Structure

The school board directs the superintendent to appoint teachers, school staff, students, parents, and community members who have relevant experience regarding AI to a committee to guide the school district's AI objectives. The superintendent will determine the size, structure, and term for the AI Committee.

B. AI Use Plan

The AI Committee shall develop and recommend to the school board for its approval a school district AI Use Plan to establish district-wide direction and a road map for AI use that aligns with the school district's mission, strategic plan, and financial and other resources. The AI Use Plan should respond to these conditions, among others

1. The purpose of the AI Use Plan is to protect the safety and security of students, employees, and the school district while allowing for appropriate educational and productive enhancements enabled by AI.
2. The AI Use Plan must prioritize the security of student, employee, and school district data.
3. The AI Use Plan must direct careful and informed consideration of the privacy policies of any products and services considered for use in the school district, including any relevant changes to the policies.

C. School District AI Procedures

The school board directs the AI Committee to recommend to the school board for its approval procedures for staff and students concerning the use of AI that:

1. Prohibit AI use inconsistent with school district policies and procedures, classroom instructions and requirements, or federal or Minnesota law;
2. Prohibit AI use inconsistent with expectations for staff and student conduct, including those involving discrimination, harassment or hazing, and bullying;
3. Prohibit AI input of confidential staff and student data;
4. Comply with the H-AI-H model for consequential actions involving AI use;
5. Promote AI literacy;
6. Require transparency and accountability regarding disclosure of use of AI;
7. Require school administration vetting of AI prior to recommending use by staff and students;
8. Identify AI approved tools for student and staff use and provide guidelines for seeking approval of new AI;
9. Ensure that AI generated material can be retained in accordance with the school district's Records Retention schedule, as set forth in Article X. below;
10. Clarify that staff and students are responsible for all reasonably foreseeable negative consequences of use of AI;
11. Provide guidance on handling incidents in which AI-generated images, audio, video, or text involving minors are created or distributed;

12. Provide guidance to school district counselors and other staff on recognizing and addressing a student's
 - a. unhealthy AI dependency;
 - b. parasocial and emotional relationships with AI chatbots;
 - c. overreliance on AI for emotional support, decision-making, or social interaction; and
 - d. similar AI-related mental health impacts and conditions.
13. Address agentic AI and autonomous AI actions; and
14. Establish an AI structured incident response plan as required under Article XII.

D. AI Coordinator

The superintendent will designate at least one school district AI Coordinator to monitor advancements, risks, and best practices in the field of AI persons. The AI Coordinator will also serve as a professional resource and advisor for the school district on these topics. The AI Coordinator may consult with experts or others outside the school district but may share critical or confidential data only under appropriate confidentiality or nondisclosure agreements.

[NOTE: School districts may choose whether to require an AI Coordinator. An AI Coordinator may be especially important if the school district is unable to create an AI Committee, as noted above. School districts may choose to have the superintendent or the superintendent's designee assume these responsibilities.]

Selection and implementation of student-facing AI resources and use is part of the school district's curriculum development and instructional materials selection process. The AI Coordinator will direct implementation of the AI Use Plan for student-facing AI to provide guidance to professionals making these selections. The AI Coordinator may also serve as an advisor and resource throughout the selection process, particularly when new products and services are considered.

The AI Coordinator will ensure that the AI Use Plan supports acceptable AI tool selection and use in the school district and will be updated as new issues emerge.

VII. STUDENT USE GUIDELINES

Students may use school district-approved AI tools for educational purposes only as directed by teachers and in compliance with assignment guidelines. All AI-generated content must be verified and properly cited. Students are prohibited from inputting personal, confidential, or sensitive information into AI tools, whether such information is about themselves or others. The AI Committee will provide regular training on safe, ethical, and effective AI use, and

will review and update guidelines annually. Violations will be addressed according to the Student Discipline Policy, with corrective action and support provided as needed.

A. Permitted Student Uses of AI

When authorized by the teacher, students may use school district-approved AI tools for:

1. Exploring and explaining academic concepts
2. Brainstorming ideas and seeking guidance on research directions
3. Receiving feedback on drafts or assignments
4. All use must comply with teacher instructions and assignment guidelines.

B. Verification and Academic Integrity

1. Students must verify AI-generated information using reliable sources such as textbooks, scientific papers, or reputable educational websites.
2. Any content generated or significantly assisted by AI must be transparent and cited as required by the teacher and the assignment.
3. Submitting AI-generated content or content significantly assisted by AI as original work without attribution is prohibited.

C. Privacy and Data Protection

Students must not upload or input personal, confidential, proprietary, or sensitive information into any AI tool. Examples include but are not limited to:

1. Passwords
2. Names, likenesses, or Social Security numbers
3. Credit card or bank account numbers
4. Information from non-public school district documents
5. Details from IEPs, Section 504 plans, or medical records

D. Prohibited Student Uses of AI

Students may not use AI tools to:

1. Create, access, or display harmful, threatening, obscene, disruptive, or sexually explicit material;

2. Engage in harassment, discrimination, bullying, or disparagement of others based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
3. Violate any school district policy, classroom rule, or applicable law; or
4. Utilize AI to create deep fakes, synthetic media, voice cloning, or similar content. Staff may not create synthetic images, audio, video, or texts concerning another individual without the individual's explicit and legally permissible consent.

E. Reporting and Support

Students should report concerns about AI misuse or unsafe practices to the teacher or principal.

F. Consequences for Misuse

Teachers and school staff will address student violations of this policy. Disciplinary action may be taken as outlined in the school district's Student Discipline Policy. Violation may result in loss of AI privileges and/or further disciplinary or legal action, as appropriate.

VIII. STAFF USE GUIDELINES

Staff may use school district-approved AI tools to enhance educational experiences, provided all use complies with applicable laws and school district policies. Staff must not input confidential, proprietary, or sensitive information into AI tools. Staff are responsible for guiding and supervising student use, setting clear expectations, and ensuring proper attribution. The school district will provide ongoing training and support and will review staff guidelines regularly. Violations may result in disciplinary action as outlined in school district policy.

A. Staff Use of AI for Educational Purposes

1. Staff may consult AI for ideas, outlines, and other methods to enhance students' educational experience, such as supplementing lesson plans, providing differentiated or personalized instruction, and aiding in curriculum development.
2. Staff should guide students in AI use, including creation of clear expectations for AI tool use, attribution guidance, fact-checking, and proofreading.
3. Staff should carefully evaluate the appropriateness of AI for educational purposes on a case-by-case basis, considering their appropriateness for

each educational context, accuracy, reliability, and alignment with curriculum standards.

4. Staff should implement the H-AI-H model for AI use involving students;
5. Staff must supervise student use of AI to ensure it is being used appropriately and constructively in the learning process.
6. Teachers who suspect plagiarism or use of AI that violates school district policy should first have a conversation with a student to ensure that they understand expectations for acceptable use.
7. Teachers should consult with school administration to determine appropriate steps to investigate possible violation of this policy.
8. An AI detection tool may have high false-positive rates and may disproportionately flag multilingual speakers or students with specific and unique writing styles. An AI detection tool must be independently validated before a school district staff member uses the tool. AI detection tools will not be the sole basis of information relied upon in an investigation when it is suspected that a student has violated this policy or its related rules or procedures.

B. Staff Use for Work Responsibilities

1. The school district supports AI use by school staff to assist with work responsibilities, improve efficiency, and support students and their families, staff, and the school district. These uses include, but are not limited to, document assistance, research support, administrative tasks, data analysis, and automation.
2. School district staff use of AI to fulfill work responsibilities must be consistent with this policy and other school district policies, procedures, and rules.
3. School district staff shall implement the H-AI-H model and maintain human oversight and professional responsibility for all work, including work in which AI tools have been utilized.

C. Privacy and Data Protection

1. Staff must ensure that their use of any AI tool complies with applicable laws, including those governing data and student privacy, and school district policies, including, without limitation, those regarding student information.
2. Staff should not upload or input any confidential data, private data, proprietary information, personally identifiable information, or sensitive

information, including any such school district or student information into any AI tool. Examples include passwords, personal information such as names, likeness, Social Security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public school district documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public school district information that might be harmful to the school district if disclosed.

D. Prohibited Staff Uses of AI

Staff may not use AI tools to:

1. Create, access, or display harmful, threatening, obscene, disruptive, or sexually explicit material;
2. Engage in harassment, discrimination, bullying, or disparagement of others based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
3. Violate any school district policy, classroom rule, or applicable law; or
4. Utilize AI to create deep fakes, synthetic media, voice cloning, or similar content. Staff may not create synthetic images, audio, video, or texts concerning another individual without the individual's explicit and legally permissible consent.

E. Discipline

Staff who violate this policy may be subject to discipline, including termination, as set forth in the Discipline, Suspension, and Dismissal of School District Employees policy.

IX. DATA AND ARTIFICIAL INTELLIGENCE

All data use involving AI must comply with applicable state and federal laws, school district regulations, and acceptable use policies. The school district will train staff and students on data stewardship, privacy, and legal compliance, and will update procedures as laws and technologies evolve. Data privacy safeguards will be reviewed annually, and any changes to AI products or services will be carefully evaluated for impact on data security.

All data use must comply with all state and federal laws and school district regulations and requirements, including the school district's acceptable use and data policies. All school district users must ensure that all AI interactions comply with state and federal laws, especially regarding student data under FERPA, IDEA, CIPA, and COPPA.

Although AI products may claim to have some privacy safeguards in place, users should assume that all consumer AI products make data publicly available unless otherwise indicated

pursuant to explicit official agreement with the school district.

X. AI VENDOR AGREEMENTS AND LICENSING

- A. AI technologies procured by the school district must include clear intellectual property rights provisions. Vendors must provide bias testing disclosure, documentation, and incident reporting procedures.
- B. School district administration and the AI Committee shall work with legal counsel to develop an AI technologies vendor evaluation, procurement, and licensing process.
- C. Evaluation criteria shall include data handling, model transparency, bias auditing, accessibility compliance, FERPA/COPPA compliance, and data residency.
- D. Educational technology vendors must identify AI technology components embedded in the educational technology supplied to the school district.
- E. AI technologies supplied to the school district must comply with the school district's policies and procedures, including this policy and the procedures developed by the AI Committee and approved by the school board.
- F. A contractual agreement between the school district and an AI vendor must
 - 1. establish the ownership of content created through use of the vendor's AI technology services. Vendor terms of service that assert broad vendor rights to user-generated content are prohibited for school district use;
 - 2. address data processing;
 - 3. prohibit use of student data for model training;
 - 4. establish data deletion rights;
 - 5. provide vendor risk tiers aligned with this policy's AI tool types and categories;
 - 6. include interoperability requirements that prevent vendor lock-in;
 - 7. address the ramifications if the vendor changes terms of service, is acquired by another entity, or discontinues operation; and
 - 8. set forth breach notification requirements
- G. Users of AI technologies provided by the school district must comply with vendor terms of service and licensing agreements. Violation of an AI technology service agreement may result in the user's loss of access and disciplinary action.
- H. The AI Committee will review Article X. as part of the AI Committee's regular

review and update of school district-approved AI technologies, plan, and procedures.

XI. AI AND RECORDS RETENTION

- A. A document created, received, or maintained through an AI system may constitute a school district record.
- B. AI-generated or AI-assisted data shall be treated as a school district record when the data:
 - 1. documents a school district action, policy, or operation; or
 - 2. is relied upon when making an educational, administrative, or financial decision;
- C. Records described in Paragraph B. above shall be retained pursuant to the school district's Records Retention schedule.

XII. REPORTING AI-RELATED CONCERNS, MISUSE, AND INCIDENTS

- A. Staff and students should contact the building principal or the principal's designee if concerns regarding safe and effective use of AI arise or if they suspect AI misuse that violates school district policies, procedures, or applicable laws.
- B. The AI Committee will develop an AI structured incident response plan that includes response protocols for AI-generated CSAM or intimate imagery, data breach through use of an AI tool, AI-facilitated cheating at scale, deep fakes, student welfare concerns, and related matters. The AI structured incident response plan will also establish:
 - 1. notification protocols that include parents, law enforcement, and state or federal agencies as appropriate;
 - 2. clear escalation paths that identify the school district staff responsible for each escalation level;
 - 3. procedures for preserving incident documentation and evidence;
 - 4. a post-incident review process.

XIII. TRAINING OF SCHOOL DISTRICT STAFF, TEACHERS, AND STUDENTS

The school district will train all school district staff, teachers, and students on the requirements of this policy, AI procedures and plans, and other school district policies regarding data management and privacy, acceptable uses of AI, and AI prohibitions.

XIV. NOTICE

The school district will inform students, parents, and guardians about AI use in the school district, including any significant changes to the AI Use Plan.

XV. REVIEW

The school district's administration will regularly review use of AI and recommend safety, privacy, student and staff needs, and other relevant updates to the school board.

The AI Committee and the superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using AI and to help ensure that the school district adapts to changing technologies and circumstances.

Legal References: Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 604.32 (Cause of Action for Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts)
Minn. Stat. § 609.771 (Use of Deep Fake Technology to Influence Election)
Minn. Stat. § 617.262 (Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts)
15 U.S.C. §§ 6501-6506 (Children's Online Privacy Protection Act)
18 U.S.C. §§ 2510-2523 (Electronic Communications Privacy Act)
18 U.S.C. §§ 2701-2713 (Stored Communications Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights Amendment)
20 U.S.C. §§ 1400-1419 (Individuals with Disabilities Education Act)
29 U.S.C. § 701 et seq. (Rehabilitation Act of 1973)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 406: Public and Private Personnel Data
MSBA/MASA Model Policy 409: Employee Publications, Instructional Materials, Inventions, and Creations
MSBA/MASA Model Policy 506: Student Discipline (Forms Attached)
MSBA/MASA Model Policy 514: Bullying Prohibition Policy
MSBA/MASA Model Policy 515: Protection and Privacy of Pupil Records (Form Attached)
MSBA/MASA Model Policy 524: Internet, Technology, and Cell Phone Acceptable Use and Safety Policy (Form Attached)
MSBA/MASA Model Policy 524.5: Personal Electronic Communication Devices
MSBA/MASA Model Policy 601: School District Curriculum and Instruction Goals
MSBA/MASA Model Policy 603: Curriculum Development

Resources:

- U.S. Department of Education: [Artificial Intelligence and the Future of Teaching and Learning](#) (accessed 11/03/25)
- U.S. Department of Education: [Artificial Intelligence \(AI\) Guidance](#)
- Minnesota Department of Education: [Artificial Intelligence in Education](#) (accessed 11/03/25)
- Minnesota IT Services: [Transparent Artificial Intelligence Governance Alliance](#) (accessed 02/24/26)
- MNGAIA AI4MN: [Centering Relationships, Empowering Learners: AI that Elevates Human Work](#) (accessed 02/16/26)
- Consortium for School Networking (CoSN): [Artificial Intelligence](#) (accessed 12/12/25)
- Digital Promise: [Artificial Intelligence in Education](#) (accessed 12/12/25)
- International Society for Technology in Education (ISTE): [Artificial Intelligence in Education](#) (accessed 12/12/25)
- National AI Literacy Day: [AI Literacy Day Resources](#) (accessed 12/12/25)
- National Center on Education and the Economy (NCEE): [Framework for AI-Powered Learning Environments](#) (accessed 11/03/25)
- PIPO-AASA: [A District Guide to Data Minimization in the Age of AI](#) (accessed 11/14/25)
- Public Interest Privacy Center: [From Data Privacy to Discrimination: Examining the Legal Ramifications of AI in Schools \(April 2024\)](#) (accessed 12/12/25)
- TeachAI: [AI Guidance for Schools Toolkit](#) (accessed 11/03/25)



Minneota Public School District Policy 902

Adopted: May 18, 2010

Revised: ~~November~~May 2026

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such a fee may include the cost of custodial and supervisory service if deemed necessary. It may also

require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

School District Facilities and Equipment Use Request Form

Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Indicate if applicable:

- School district activity or organization
- Governmental organization
- Local civic or nonprofit organization
- Local nonprofit organization planning to charge a fee/raising revenue during the facility use
- Commercial organization
- Other (please describe): _____

Nonprofit organizations: Please indicate whether your organization has 501(c)(3) status

- Yes
- No

School District Facilities and Equipment Requested: _____

Event Name: _____

Event Date: _____

Event Description: _____

Event Times: _____

Access to facilities: _____

Event start time: _____

Event end time: _____

Depart from facilities: _____

Number of Estimated People:

Youth: _____

Adults: _____

School District Facilities and Equipment Use Request Form

If food will be served, please describe type of food, facilities need, and cleanup plan: _____

Technology or other equipment needed (if any): _____

By completing this form, I agree that I have reviewed the District's facilities and equipment use policies, rules, and fee schedule. By signing this Request Form, I agree in my capacity and on behalf of the organization, to abide by these rules and to ensure that they are enforced before, during, and after the event. I represent and agree that the organization will hold the District harmless and indemnify the District for any and all damages, costs, and expenses, including attorney's fees, incurred, suffered, or claimed by any person arising out of the organization's use of the District's facilities and equipment.

Signature: _____

If submitted as an email attachment, the email shall serve as your signature.

Date: _____

Insurance Company: _____

Policy or Certification Number: _____

.....*For District Use Only*.....

Fee Type	Hours Billed	Cost Per Hour	Total
Facility Usage Fee			
Security Fee			
Equipment Fee			
Custodial Fee			
Kitchen Staff Fee			
Technical Support Fee			
Other Charges			
Fee Type	Cost Billed		Total
Grand Total			

School District Facilities and Equipment Use Request Form

Date Received: _____

~~Permit Number~~ Reviewed By: _____

Date Issued: _____

Confirmation Sent: _____

- Sponsor must make a request of ISD to use ISD's facility or grounds by fully completing and submitting this agreement form to ISD a **minimum of ten (10) business days** prior to the date(s) of the event/period of use.
- ISD has the sole and absolute authority to accept or reject such facility or grounds use request.
- Sponsor further acknowledges and consents that ISD may charge Sponsor fees for use of ISD facility or grounds, and that such fees (and methods of payment therefor) will be determined in the sole and absolute discretion of ISD.

Minneota Public Schools- Facilities and Equipment Use Rules

1. The school district has established a priority list for use of school district facilities and equipment. This list can be found with Policy #902 at www.minneotaschools.org.
2. The school district has established a fee schedule for the use of school district facilities and equipment. The facility use fee schedule can be found with Policy #902 at www.minneotaschools.org.
3. Any person or organization requesting use of school facilities and equipment shall not advertise the event until receiving approval from the school district.
4. School facilities and equipment are not available to private groups or individuals for personal activities, such as wedding dances, receptions, private parties, or other privately-sponsored activities.
5. Any changes to the proposed use after a permit is issued must be submitted to the school district for review and approval.
6. The Superintendent may reject any application or rescind any agreement for facilities and equipment use when the activity is inconsistent with the educational goals of the District or when the activity is likely to cause bodily harm or property damage.
7. The school district complies with all federal, state, and local equal opportunity laws and regulations prohibiting discrimination in the use of school facilities. Users of school district facilities and equipment agree that the user will not unlawfully discriminate on the basis of race, color creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
8. All groups are required to provide adult supervision for all activities. The person(s) supervising activities must be in the facilities with the group at all times.
9. School kitchen facilities and equipment may not be used without prior written approval and payment of the appropriate fees. A school district food service employee must be present when school kitchen facilities and equipment are used.
10. Users agree to comply with the Facility and Equipment Use Agreement's provisions regarding alterations and decorations in school district facilities.
11. Users are responsible for and agree to pay for injury to persons or damage to school facilities or equipment arising out of user's use of school facilities as set forth in the Facility and Equipment Use Agreement.
12. Users agree to comply with and abide by the insurance and indemnification provisions in the Facility and Equipment Use Agreement.
13. User will be responsible for any and all costs associated with false fire alarm operation.
14. Possession of alcohol on school property is prohibited.
15. School district facilities are tobacco free. Tobacco use on school property is prohibited.
16. Weapons may not be brought onto school property except as permitted under federal and state law and school district policies. Weapons include, but are not limited to, firearms, ammunition, explosives, swords, knives, fireworks, pellet guns, and paint ball guns.
17. Service animals are permitted in or on ISD facilities or grounds. No other animals are permitted without the school district's written permission. The Americans with Disabilities Act (ADA) and Minnesota law allow service animals to accompany persons with disabilities in or on ISD facility or grounds. The ADA defines service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability.

Minneota Public Schools- Facilities and Equipment Use Agreement

On this date, (DATE) this Facility and Equipment Use Agreement (“Agreement”) was entered into subject to and in mutual consideration of the following terms and conditions:

Section 1: Parties to The Agreement

The parties hereto are:

Minneota Public Schools – ISD #414

Street Address: _____

City, State: _____

Zip Code: _____

ISD Contact Person: _____

Phone Number: _____

Email Address: _____

And

(SPONSOR)

Street Address: _____

City, State: _____

Zip Code: _____

Sponsor Contact Person: _____

Phone Number: _____

Email Address: _____

Section 2: Facilities and Event

The Sponsor will use ISD facilities and equipment (“Facilities”) for the event set forth in the attached *Facilities and Equipment Use Request Form* (“Event”) completed by Sponsor and accepted by ISD.

Section 3: Insurance and Indemnification

Sponsor agrees to assume all risk of and liability for – and further agrees to defend, indemnify, and hold harmless – the ISD and its agents, officers, and employees, from and against any and all claims based on the vicarious liability of ISD or its agents, officers, and employees, but not against claims based solely on ISD’s comparative fault, negligence, or intentional misconduct.

Sponsor shall secure and keep in force during the entire term of the Event (from an insurance company, government self-insurance pool, or government self-retention fund authorized to do business in Minnesota ... singularly or collectively referred to, as the case may be, the “insurance carrier”) a commercial general liability insurance policy or coverage (“policy”) for any and all claims of any nature for bodily injury, property damage, personal and advertising injury, or other harm or loss arising out of or in connection with the Event(s). The policy shall name ISD (and including its agencies, officers, and employees) as an additional insured. Sponsor shall furnish a certificate of insurance from the insurance carrier showing the endorsement naming ISD as an additional insured to the policy with limits of liability of at least \$500,000 per person and \$1,500,000 per occurrence consistent with Minnesota Statute section 466.01, et seq.

The policy must provide that the policy may not be canceled without 10 days prior written notice to ISD and shall contain a “Waiver of Subrogation” (waiving any right of recovery the insurance carrier may have against ISD). The policy must provide that any fees, costs, expenses, or other charges for or related to the investigation or defense of any claim or suit shall be outside of (i.e., in addition to, without any cap or limit) any otherwise applicable limit of liability of the policy. Sponsor will deliver said certificate of insurance and endorsement to ISD at least 5 days prior to the Event.

Section 4: Force Majeure

If the Facilities to be used for the Event are rendered unsuitable for the conduct of the Sponsor’s Event by reason of force majeure, ISD and Sponsor are released from their respective obligations under this Agreement.

Minneota Public Schools- Facilities and Equipment Use Agreement

Force majeure shall mean fire, earthquake, hurricane, water event, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the reasonable control of ISD.

Section 5: Alterations, Decorations Construction, Damage, Duty to Repair

Sponsor has inspected and accepts the Facilities and Equipment “as is.” Sponsor agrees that it shall be obligated to maintain the Facilities and Equipment for the safe exercise of the Event at Sponsor’s sole cost and expense in accordance with the provisions of this Agreement. Upon completion of the Event, Sponsor shall deliver the Facilities and Equipment to ISD in substantially the same condition as existed immediately prior to Sponsor’s use.

Sponsor shall not alter, injure, mar, or in any way deface the Facilities and Equipment; shall not cause or permit anything to be done whereby the Facilities shall be in any manner injured, marred, or defaced; and shall not drive, or permit to be driven, nails, hooks, tacks, screws, or the use of adhesive materials into any part of the Facilities.

Decorations must not disguise, cover, or interfere with any safety device, including fire safety equipment, such as fire extinguishers, exit signs, sprinkler heads and piping, electrical panels, and fire alarm pull stations. Decorations shall not block, nor restrict the use of halls, exits, or stairways.

Sponsor shall make no temporary or permanent modifications or constructions to the property without the prior written consent of ISD.

Sponsor shall be financially responsible for the repair and replacement of all or any part of the Facilities and Equipment that is damaged. Repairs or replacements made shall be to the satisfaction of ISD. Photos of damaged space(s) prior to repair will be used to verify requests for special damage repairs, restorations, or construction costs.

Sponsor’s responsibility extends beyond that of any security deposit made by Sponsor. Sponsor agrees to be responsible for all damages to any facility buildings, grounds, fields, and equipment incident to or in connection with the event.

Section 6: Temporary Structures, Signs

No temporary structures or signs will be placed upon any ISD facilities or grounds, except upon the prior written approval of ISD, and then only if and after all legally required permits are obtained. All such temporary structures and signs shall be removed before termination of the period of use.

Section 7: Ingress/Egress

All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways, and all ways of access to public utilities of the facility or grounds must be kept unobstructed by Sponsor; and must not be used by Sponsor for any purpose other than ingress to or egress from the facility or grounds.

Section 8: Delivery and Set Up

Sponsor agrees to have a person present for load in and load out. ISD will not sign for any items shipped to the school district for the Sponsor, nor take any responsibility for them, unless prior arrangements have been agreed upon.

Section 9: Equipment

Sponsor agrees that it will not use ISD’s equipment, tools, or furnishings located in or about the Facilities or without first seeking and receiving the written approval of ISD. Sponsor agrees to only allow equipment in or on the facility or grounds to be operated by persons who have been trained and certified in its specific use. The use of outside equipment may be denied depending on the nature of the equipment and its impact on the rest of the facility or grounds. ISD assumes no responsibility for equipment brought into or onto the facility or grounds.

Minneota Public Schools- Facilities and Equipment Use Agreement

Section 10: Concessions

Sponsor shall not sell or cause to be sold programs and/or novelties in or about the Facilities except as pursuant to written terms and conditions established or approved by ISD. All rights to sell concessions at the Event are reserved by ISD. Sponsor is not permitted to sell any beverages, confections, tobacco, or food for consumption at or on the Facilities except as approved by ISD in writing prior to the Event.

Section 11: Facilities Use Rules

Sponsor will ensure that all attendees and participants abide by the *Facilities and Equipment Use Rules* attached to this Agreement.

Section 12: Solicitation/Distribution of Materials

No solicitation shall be conducted in or around the Facilities or grounds except by ISD employees or authorized representatives acting in the scope of their agency or employment; or as otherwise permitted by ISD in accordance with ISD policies.

Section 13: Parking

Guaranteed parking (or parking adequacy) in or on ISD parking lots is not part of this Agreement. Fees charged for parking will be consistent with ISD faculty, staff, and student rates.

Section 14: Maximum Occupancy

At no time shall Sponsor permit the number of individuals occupying the Facilities to exceed the maximum occupancy, nor shall Sponsor fail to maintain an adequate minimum ratio of adults to minors, if applicable. Sponsor shall also confine the Event to the space reserved under this Agreement.

Section 15: Waste, Quiet Enjoyment, Safety Compliance

Sponsor shall not permit any waste upon or to the Facilities or engage in any activity that is unlawful or that constitutes a nuisance or that disturbs the quiet enjoyment of ISD students, employees, or invitees.

Sponsor shall not disturb the quiet enjoyment of adjacent properties, including creating sound levels equal to or exceeding 85 dB measured at the adjacent property line.

Sponsor agrees to use and occupy the Facilities in accordance with all ISD policies, regulations, rules, and practices and with all applicable municipal, state, and federal laws, including but not limited to fire codes.

Sponsor represents that its activities pursuant to this Agreement will be supervised by adequately trained personnel, and that Sponsor shall observe, and cause the participants in the activity of the event to observe, all safety rules for the facility or grounds and the activity.

Sponsor acknowledges that ISD has no duty to and will not provide supervision of the activity.

Sponsor is responsible for providing all necessary and appropriate safety instruction to all participants and attendees at Sponsor's event or as part of Sponsor's activity.

Section 16: Copyright Fees, Royalties and Other Licenses

If any material, composition, or name to be used or performed at the Event is copyrighted, Sponsor is responsible for securing, before using or employing such material, composition, or name, the assent in writing, of the owner of licensee of such copyright. Sponsor agrees to be fully responsible for any fees, royalties, and licenses in connection therewith. Movies shown in or on the facility or grounds require purchase of appropriate licensing for public viewing.

Section 17: Permits

Sponsor shall obtain, at its sole cost and expense, any additional permits and licenses that are necessary or required for Sponsor's use of the Facilities.

Minneota Public Schools- Facilities and Equipment Use Agreement

Section 18: Computer and Communication System Use

Sponsors permitted to use ISD's computers or communication systems assume the responsibility of ensuring that these resources are used appropriately. Misuse of computer or communication systems facilities and equipment violates ISD policy and regulations and may also violate federal or state law.

Section 19: Security, Code of Conduct, And Weapons

All security services desired by Sponsor must be arranged, supervised, and paid for by Sponsor pursuant to written disclosure to and written agreement from ISD. ISD (including any of its authorized representatives) shall at all times retain the right to eject any person whose conduct is disorderly, unruly, unsafe, or otherwise objectionable. Unauthorized possession or use of weapons on or in any ISD facility or grounds is prohibited.

Section 20: Keys

Keys to buildings shall not be issued or loaned on any occasion to the Sponsor. Doors will be opened and locked by ISD facilities personnel or other ISD authorized representatives.

Section 21: ADA Compliance

ISD complies with the American with Disabilities Act (ADA) with respect to its policies, practices, and procedures. Sponsor must comply with ADA requirements for the Event by providing reasonable accommodations. Sponsor will need to notify ISD of any requested accommodation in a timely manner.

Section 22: Abandoned Property

Any property left in or on ISD facilities or grounds shall, after a period of ten (10) days from the last day of use hereunder, be deemed abandoned and shall become property of ISD to be disposed of or utilized at ISD's sole discretion.

Section 23: Non-Assignment

Sponsor shall not assign this Agreement in whole or in part to any other person; nor shall any other person use ISD facility or grounds or any portion thereof under this Agreement without the written consent of ISD. The consent to one assignment shall not be deemed to be consent to another assignment. Any assignment without written consent from ISD shall be void and shall, at the option of ISD, terminate this Agreement.

Section 24: Inspection and Emergency Access

In addition to ISD's express or implied right of entry under any other provision of this Agreement, Sponsor shall permit ISD to enter the facility or grounds at all reasonable times for the purposes of, but not limited to: emergency access; inspection to determine whether Sponsor has complied or is complying with the provisions of this Agreement; exercising any matters pursuant to applicable law or governmental regulations; and carrying out any purpose necessary, incidental or connected with the performance of any ISD obligation under this Agreement.

Section 25: Modification

This Agreement shall supersede and void all prior understandings, whether written or oral, and the terms herein shall bind the parties. Any modifications or amendments to this Agreement must be in writing and signed by the parties.

Section 26: Severability

If any provision of this Agreement should be found invalid or unenforceable, the remainder of the provisions shall remain valid and enforceable.

Section 28: Governing Law and Venue

This Agreement shall be governed by the laws of the State of Minnesota and venue for any legal proceedings shall solely and exclusively be in Lyon County, Minnesota.

Minneota Public Schools- Facilities and Equipment Use Agreement

Section 28: Cancellation/Termination

This Agreement may be cancelled or terminated due to unforeseen emergencies or events beyond the control of either party. If ISD terminates this Agreement because Sponsor has violated the terms of this Agreement, or because participants at or attendees of Sponsor's event have violated laws or ISD policies, then Sponsor is obligated to make full payment of all fees under this Agreement. Otherwise, termination by ISD shall result in a pro rata refund of the applicable fee, based on the portion of the use period that was actually used, less any expenses incurred by ISD.

By their duly authorized signatures below, the parties agree to enter into and execute this Agreement as of the date of ISD's approving authority identified below.

Sponsor

Date

Print Name and Title: _____

ISD Approving Authority

Date

Print Name and Title: _____

Minneota Public Schools- Facilities and Equipment Use Fees

Facilities and Equipment	2026-2027 Fees		
	Minneota Youth Group or Association - If There is No Fee or Admission Charged	Non-Profit Groups - If a Fee or Admission is Charged	Minneota For Profit Groups and Non-Profit Non Minneota Groups
Viking Gymnasium	\$20 per hour	\$25 per hour	\$30 per hour
Auxiliary Gymnasium			
Concession Stand	\$25 per hour	\$30 per hour	\$35 per hour
Clean-Up Fee	None	\$35 per hour	\$35 per hour
Audio-Visual Fee			
Stage - Viking Gymnasium	\$20 per hour	\$25 per hour	\$30 per hour
Music Room-Private Lessons	\$30 per month	\$35 per month	\$40 per month
Cafeteria	\$20 per hour	\$25 per hour	\$30 per hour
Clean-Up Fee	None	\$35 per hour	\$35 per hour
Kitchen	\$30 per hour	\$35 per hour	\$40 per hour
Clean-Up Fee	None	\$35 per hour	\$35 per hour
Classroom	\$10 per hour	\$15 per hour	\$20 per hour
Parking Lot	None	\$10 per hour	\$15 per hour
School Fields and Greenspace	\$15 per hour	\$20 per hour	\$25 per hour
Scoreboards-Clocks	\$10 per hour	\$15 per hour	\$20 per hour
Piano	\$10 per hour	\$15 per hour	\$20 per hour
Portable Bleachers	\$5 per hour	\$10 per hour	\$10 per hour
Custodial fee	\$35 per hour	\$35 per hour	\$35 per hour
Risers	\$5 per hour	\$10 per hour	\$10 per hour
Custodial fee	\$35 per hour	\$35 per hour	\$35 per hour
Music Stands	None	\$5 per hour	\$10 per hour
Video Board	\$20 per hour	\$30 per hour	\$40 per hour
Video Set-Up	\$35 per hour	\$35 per hour	\$35 per hour
Other Items Not Listed	To-Be-Determined By Administration		
<i>*Personnel: supervisors, security, custodians, set-up, and or clean-up fees and charges may be included, depending on the nature of the event.</i>			
<i>*A custodial fee of \$35 per hour may be assessed if required and outside of school hours, on weekends, and/or in summer</i>			
<i>*A staff service charge may be assessed as required.</i>			
<i>*Climate control may be charged per event as an additional charge.</i>			
<i>*A snow removal fee may be charged when snow removal is required.</i>			
<i>*An equipment replacement fee of 15% of gross revenue from ticket, entry, or fees collected may be assessed.</i>			



Minneota Public School District District Procedures

Adopted: [April 2026](#)

DISTRICT PROCEDURES: **TECHNOLOGY ASSET MANAGEMENT**

1. PURPOSE

To establish clear guidelines, responsibilities, and procedures for the effective management of technology assets within Minneota Public Schools, ensuring appropriate allocation, use, maintenance, security, and accountability in support of the district's educational objectives.

2. SCOPE

This procedure applies to all technology-related assets owned, leased, or utilized by Minneota Public Schools, including but not limited to computers, laptops, tablets, printers, projectors, software licenses, network equipment, and other technology resources.

3. PROCEDURE STATEMENTS

3.1 Asset Inventory and Categorization

- The Technology Department shall maintain an accurate and up-to-date inventory of all district technology assets.
- Assets shall be categorized by type, location, and assigned user.

3.2 Asset Acquisition and Disposal

- Acquisition of technology assets shall follow approved district procurement procedures and comply with budgetary guidelines.
- Disposal of technology assets shall be conducted in an environmentally responsible manner and in compliance with applicable local, state, and federal laws and regulations.

3.3 Asset Assignment and Accountability

- Technology assets shall be assigned to designated staff or students who are responsible for their proper use and care.
- Records of asset assignments shall be maintained to ensure accountability and support asset tracking and recovery.

3.4 Asset Maintenance and Support

- The Technology Department shall establish and follow regular maintenance schedules to ensure optimal performance and longevity of technology assets.
- Timely technical support and troubleshooting shall be provided to address technology-related issues.

3.5 Asset Security and Data Protection

- Reasonable measures shall be implemented to protect technology assets from theft, damage, loss, and unauthorized access.
- Data stored on district technology assets, particularly sensitive or confidential information, shall be protected through appropriate security controls, including access restrictions and encryption where applicable.

3.6 Asset Monitoring and Auditing

- Periodic reviews and audits of technology assets shall be conducted to verify inventory accuracy and ensure compliance with this procedure.
- Audit findings shall be used to correct discrepancies and improve asset management practices.

3.7 Software License Management

- The Technology Department shall maintain records of all software licenses and ensure compliance with license agreements and copyright laws.
- Unauthorized installation, duplication, or use of software on district-owned devices is prohibited.

4. ROLES AND RESPONSIBILITIES

4.1 Technology Department

- Maintain the district technology asset inventory.
- Implement and enforce asset management procedures.
- Provide technical support and maintenance.
- Ensure the security and confidentiality of technology assets and data.

4.2 Staff and Students

- Use district technology assets responsibly and for approved purposes.
- Take reasonable care of assigned devices.
- Promptly report loss, damage, theft, or security concerns to the Technology Department.

5. COMPLIANCE

Employees who violate this procedure may be subject to disciplinary action up to and including termination, as well as applicable civil or criminal penalties. Non-employees, including contractors, may face termination of contracts, loss of access to district technology resources, and other appropriate actions.

6. PROCEDURE EXCEPTIONS

Requests for exceptions to this procedure must be submitted to the Technology Director.

Requests shall include:

- The scope and duration of the requested exception
- Justification for the exception
- Potential risks and impacts
- Proposed risk mitigation measures
- A timeline for achieving compliance, if applicable

The Technology Director shall review all requests and consult with the requesting department prior to approval or denial.

7. PROCEDURE REVIEW

This procedure shall be reviewed annually and updated as necessary to remain compliant with applicable laws, regulations, and evolving technology standards.



Minneota Public School District District Procedures

Adopted: [April 2026](#)

DISTRICT PROCEDURES: **TECHNOLOGY DISPOSAL**

1. PURPOSE

To establish clear guidelines and procedures for the proper disposal of district-owned technology assets within Minneota Public Schools, ensuring the secure removal of data, environmental responsibility, regulatory compliance, and protection of district resources.

2. SCOPE

This procedure applies to all district-owned or district-managed technology assets that are obsolete, damaged, surplus, or no longer in use, including devices capable of storing data.

3. PROCEDURE STATEMENTS

3.1 Authorization and Identification

- The Technology Department must review technology assets to determine disposal eligibility and method.
- Technology assets determined to be surplus and having residual value shall be submitted to the School Board for approval prior to disposal, in accordance with district policy.
- Technology assets that are broken, non-functional, or have no reasonable resale or reuse value may be disposed of administratively by the Technology Department without School Board approval, provided the disposal is documented.
- Staff and students may not independently dispose of district-owned technology.

3.2 Data Removal

- All data shall be securely removed prior to disposal.
- Devices containing sensitive or student data shall be handled in compliance with FERPA and applicable privacy laws.

3.3 Disposal Methods

Approved disposal methods include:

- Recycling through approved vendors
- Trade-in or return programs
- Donation, resale, or physical destruction when appropriate

All methods must comply with environmental and legal requirements.

3.4 Documentation

- The Technology Department shall document disposal actions and update asset inventory records accordingly.
- Vendor certifications for data destruction shall be retained when applicable.

4. ROLES AND RESPONSIBILITIES

4.1 Technology Department

- Approve and manage all technology disposals.
- Ensure secure data removal and recordkeeping.

4.2 Staff and Students

- Return devices designated for disposal to the Technology Department.
- Report concerns related to data security or device condition.

5. COMPLIANCE

Violations of this procedure may result in disciplinary action and/or legal consequences, consistent with district policy and applicable law.

6. PROCEDURE EXCEPTIONS

Exceptions must be submitted in writing to the Technology Coordinator and approved prior to implementation.

7. PROCEDURE REVIEW

This procedure will be reviewed annually and updated as necessary.

8. RESPONSIBLE DEPARTMENT

Minneota Technology Department

NEW PROPOSED PROCEDURES

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
UFP, Inc.	Robotics Program and Participants	Shirts for Competition	3/18/2026
UFP, Inc.	Robotics Program and Participants	\$600 in gift cards	3/18/2026
Donor Choose	Business Class	\$500	3/18/2026
Total Monthly Donations		\$1,100 Plus	

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

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

The following members voted yes:

The following members voted no:

The motion carried/failed.

The foregoing resolution was approved on the 21st day of April, 2026.

Martin Hennen, Clerk