

# MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD REGULAR MEETING | AGENDA

Wednesday, June 17, 2026 @ 7:00 am | Conference Room #103

- 1. Regular Order of Business**
  - 1.1. Call to Order ..... Chair Thostenson
  - 1.2. Pledge of Allegiance
  - 1.3. Roll Call
  - 1.4. Approval of the Meeting Agenda ..... M/S/V
  - 1.5. Recognition of Visitors and Guests
  - 1.6. Viking Pride: Positive Comments by School Board Members and Administration..... I/D
- 2. Business Agenda**
  - 2.1. Student Enrollment
  - 2.2. Student Activity Account
  - 2.3. Financial Report
  - 2.4. Approve Bills-Check Register ..... M/S/V
- 3. Leadership Reports**
  - 3.1. School Board and Committee Reports: School Board Members
  - 3.2. Activities Director/Community Education Coordinator: Patty Myrvik
  - 3.3. Elementary Principal/Curriculum Coordinator: Nicolle Johnston
  - 3.4. Superintendent: Scott Monson
- 4. Approve Consent Agenda Items ..... M/S/V**
  - 4.1. Minutes of the May 13, 2026 Regular Meeting
  - 4.2. 2026-2027 At-Will Employees
    - 4.2.1. 2026-2027 District Procedures: Non-Licensed Staff-Hiring, Hours, and Benefits
    - 4.2.2. 2026-2027 Comparable Worth Compensation Schedule
    - 4.2.3. 2026-2027 At-Will Employee Compensation
  - 4.3. Fundraisers
  - 4.4. 2026-2028 Contract with Nicolle Johnston
  - 4.5. Personnel Items
  - 4.6. 2025-2026 QComp Distribution and Payments
  - 4.7. Pay \$1,500 (each) from QComp Funding to Nicolle Johnston and to Lindsey Larson
  - 4.8. Open Enrollment Requests
    - 4.8.1. Early Childhood Student from YME
    - 4.8.2. Kindergarten Student from Ivanhoe
    - 4.8.3. Kindergarten Student from Canby
    - 4.8.4. Two (2) Kindergarten Students from Lynd
    - 4.8.5. Two (2) Kindergarten Students from Marshall
  - 4.9. Membership in the MN School Boards Association
  - 4.10. Membership in the MN Rural Education Association
  - 4.11. Refund \$226.09 to the Volleyball Boosters
  - 4.12. Refund \$1,726.09 to the Girls' Basketball Boosters
- 5. Items Removed from the Consent Agenda ..... I/D/M/S/V**
- 6. Previous Business**
  - 6.1. Discuss the August 11, 2026 Review and Comment Response from the MDE Commissioner ..... I/D
  - 6.2. Policy and Procedures Review – 2<sup>nd</sup> Reading and Approval..... M/S/V
    - 6.2.1. Policy #524: Internet, Technology, and Cell Phone Acceptable Use, Safety, and Data Privacy
    - 6.2.2. District Procedures: Patch Management
    - 6.2.3. District Procedures: Security Awareness Training
    - 6.2.4. District Procedures: Technology Offboarding
- 7. New Business**
  - 7.1. 2026-2027 Proposed Budget..... M/S/V
  - 7.2. Approve 2026-2027 Minnesota State High School League Membership Resolution..... M/S/V-RC
  - 7.3. Approve 2026-2027 Handbooks
    - 7.3.1. Student Device and One-to-One Handbook ..... M/S/V
    - 7.3.2. Activities Handbook ..... M/S/V
    - 7.3.3. Bus Rules and Regulations ..... M/S/V
    - 7.3.4. Elementary Student and Family Handbook ..... M/S/V
    - 7.3.5. High School Student Handbook..... M/S/V
    - 7.3.6. Artificial Intelligence Planning Guide..... M/S/V
    - 7.3.7. District Literacy Plan..... M/S/V
  - 7.4. Approve a Resolution Committing Benefits for Separation/Retirement..... M/S/V-RC
  - 7.5. Authorize the Acceptance of Bids
    - 7.5.1. Bread and Baked Goods for 2026-2027 ..... M/S/V
    - 7.5.2. Dairy Products for 2026-2027..... M/S/V
    - 7.5.3. Petroleum Products for 2026-2027 ..... M/S/V
  - 7.6. Approve a Resolution Designating Scott Monson as LEA Authorized Representative..... M/S/V-RC
  - 7.7. Approve a Resolution for Acceptance of Gifts, Donations, and Grants ..... M/S/V-RC
  - 7.8. Policy and Procedures Review – 1<sup>st</sup> Reading ..... I/D
    - 7.8.1. Policy #101: Legal Status of the School District
    - 7.8.2. Policy #101.1: Name of the School District
    - 7.8.3. Policy #102: Equal Educational Opportunity
    - 7.8.4. Policy #103: Complaints – Students, Employees, Parents, and Other Persons
    - 7.8.5. Policy #524.5: Personal Electronic Communication Devices
    - 7.8.6. District Procedures: Cardiac Emergency Response Plan
- 8. Adjournment ..... M/S/V**

**BUSINESS**

**AGENDA**

Student Enrollment Overview | 6/11/2026

| Grade                              | 1989-1990 Funded | 2020-2021 Funded | 2021-2022 Funded | 2022-2023 Funded | 2023-2024 Funded | 2024-2025 Funded | 2025-2026 Funded | 2026-2027 Projected | 2027-2028 Projected | 2028-2029 Projected |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------|---------------------|---------------------|
| PreK                               | 0.6              | 6.8              | 6.1              | 5.3              | 7.6              | 9.4              | 8.0              | 36                  | 40                  | 35                  |
| HK/K                               | 59.1             | 22.6             | 39.3             | 31.8             | 42.1             | 29.7             | 37.6             | 37                  | 22                  | 30                  |
| 1st Grade                          | 33.4             | 31.1             | 23.8             | 39.1             | 33.0             | 41.2             | 31.6             | 37                  | 38                  | 22                  |
| 2nd Grade                          | 33.9             | 30.1             | 31.4             | 25.5             | 41.8             | 32.8             | 45.0             | 33                  | 39                  | 40                  |
| 3rd Grade                          | 33.8             | 42.3             | 33.9             | 32.6             | 29.0             | 42.2             | 32.9             | 47                  | 38                  | 40                  |
| 4th Grade                          | 38.9             | 28.0             | 42.9             | 36.3             | 31.5             | 30.9             | 40.3             | 33                  | 46                  | 38                  |
| 5th Grade                          | 28.4             | 37.0             | 24.9             | 46.6             | 37.5             | 33.2             | 32.6             | 41                  | 35                  | 48                  |
| 6th Grade                          | 30.9             | 36.2             | 37.5             | 23.5             | 46.2             | 38.1             | 33.0             | 32                  | 41                  | 35                  |
| 7th Grade                          | 40.5             | 46.8             | 47.6             | 53.3             | 42.6             | 53.4             | 47.8             | 44                  | 37                  | 49                  |
| 8th Grade                          | 28.0             | 46.4             | 46.3             | 48.1             | 54.3             | 45.4             | 53.1             | 50                  | 45                  | 39                  |
| 9th Grade                          | 52.2             | 45.0             | 50.1             | 44.9             | 49.3             | 54.7             | 50.2             | 55                  | 58                  | 50                  |
| 10th Grade                         | 40.7             | 45.6             | 43.7             | 49.0             | 45.1             | 50.3             | 51.5             | 50                  | 55                  | 57                  |
| 11th Grade                         | 43.4             | 48.3             | 45.0             | 42.7             | 46.2             | 46.0             | 52.0             | 51                  | 49                  | 55                  |
| 12th Grade                         | 40.3             | 49.2             | 45.7             | 42.6             | 42.7             | 43.0             | 44.3             | 50                  | 49                  | 51                  |
| <b>Total (K-12)</b>                | <b>503.5</b>     | <b>508.8</b>     | <b>512.2</b>     | <b>516.0</b>     | <b>541.1</b>     | <b>540.8</b>     | <b>551.8</b>     | <b>560</b>          | <b>553</b>          | <b>554</b>          |
| <b>Total (PreK-12)</b>             | <b>504.1</b>     | <b>515.6</b>     | <b>518.3</b>     | <b>521.4</b>     | <b>548.7</b>     | <b>550.2</b>     | <b>559.8</b>     | <b>596</b>          | <b>593</b>          | <b>589</b>          |
| <b>K-12 +/- from Previous Year</b> |                  | <b>-17.8</b>     | <b>3.4</b>       | <b>3.8</b>       | <b>25.1</b>      | <b>-0.3</b>      | <b>11.0</b>      | <b>8</b>            | <b>-7</b>           | <b>1</b>            |






# Student Activity Account – Month End May 2026

| Fund #                 | Description                    | Receipt            | Expense            |
|------------------------|--------------------------------|--------------------|--------------------|
| 4                      | Student Council - Lingen Dairy |                    | \$ 1,000.00        |
| 8                      | Junior Class - Hitch Studio    |                    | \$ 151.87          |
| 8                      | Junior Class - Steve Coeuyt    |                    | \$ 800.00          |
| 8                      | Junior Class - MPS             |                    | \$ 265.00          |
| 8                      | Junior Class - Rebecca Johnson |                    | \$ 1,279.38        |
| 9                      | Senior Class - Naima Content   |                    | \$ 12.40           |
| 15                     | FCCLA - MN FCCLA               |                    | \$ 750.00          |
| 15                     | FCCLA - Brad's Market          |                    | \$ 137.79          |
| 4                      | Student Council - Lobby Pop    | \$ 395.00          |                    |
| 4                      | Student Council - Lobby Pop    | \$ 315.00          |                    |
| 8                      | Junior Class - Prom            | \$ 2,625.00        |                    |
| 8                      | Junior Class - Prom            | \$ 1,339.00        |                    |
| <b>May 2026 Totals</b> |                                | <b>\$ 4,674.00</b> | <b>\$ 4,396.44</b> |

| Fund Name              | FY26 Beginning Balance | May 2026          |                   | Year-To-Date       |                    |                  | Ending Balance      | +/- From SOY |
|------------------------|------------------------|-------------------|-------------------|--------------------|--------------------|------------------|---------------------|--------------|
|                        |                        | Receipts          | Expenses          | Receipts           | Expenses           | Transfers        |                     |              |
| FCCLA                  | \$ 15,529.65           | \$ -              | \$ 887.79         | \$36,294.00        | \$44,275.28        | \$ -             | \$ 7,548.37         | -51.4%       |
| FFA                    | \$ 2,392.22            | \$ -              | \$ -              | \$ 4,826.00        | \$ 4,062.81        | \$ -             | \$ 3,155.41         | 31.9%        |
| Grade 11               | \$ 5,156.18            | \$3,964.00        | \$2,496.25        | \$21,815.89        | \$16,694.08        | \$(4,356.18)     | \$ 5,921.81         | 14.8%        |
| Grade 12               | \$ 21.27               | \$ -              | \$ 12.40          | \$ 1,876.60        | \$ 2,339.26        | \$ 4,334.91      | \$ 3,893.52         | 18205.2%     |
| National Honor Society | \$ 737.48              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -             | \$ 737.48           | 0.0%         |
| Student Council        | \$ 6,108.65            | \$ 710.00         | \$1,000.00        | \$ 9,366.60        | \$ 7,958.45        | \$ 21.27         | \$ 7,538.07         | 23.4%        |
| <b>May 2026 Totals</b> | <b>\$ 29,945.45</b>    | <b>\$4,674.00</b> | <b>\$4,396.44</b> | <b>\$74,179.09</b> | <b>\$75,329.88</b> | <b>\$ (0.00)</b> | <b>\$ 28,794.66</b> | <b>-3.8%</b> |

# FINANCIAL REPORT EXECUTIVE SUMMARY

The district continues to have a **STRONG AND WELL-MANAGED FINANCIAL POSITION** as the fiscal year nears completion .

-  Revenues and expenditures **remain aligned** with budget expectations .
-  Revenues remain **consistent with historical patterns** .
-  Expenditures remain **controlled within budget parameters** across major funds.
-  Cash flow remains **exceptionally strong**.
-  The district continues to demonstrate a sound investment strategy with **strong liquidity, diversified holdings, and steady investment earnings**

## Account Balances and Monthly Cash Flow | End of May 2026

| Account  | Description - Use  | Beginning Balance      | Dividends - Interest | Credits - Revenue      | Debits - Expenditures  | Total Fixed Income     | Ending Balance         |              |
|--|--------------------|------------------------|----------------------|------------------------|------------------------|------------------------|------------------------|--------------|
| State Bank of Taunton [0200]                                   | General            | \$ 155,754.23          |                      | \$ 1,731,231.54        | \$ 736,721.13          |                        | \$ 1,150,264.64        | 638.5%       |
| State Bank of Taunton [0218]                                   | Student Activities | \$ 28,517.10           |                      | \$ 4,674.00            | \$ 4,396.44            |                        | \$ 28,794.66           | 1.0%         |
| State Bank of Taunton [0226]                                   | Petty Cash         | \$ 2,200.00            |                      | \$ 1,050.00            | \$ -                   |                        | \$ 3,250.00            | 47.7%        |
| State Bank of Taunton [0234]                                   | Payroll            | \$ -                   |                      | \$ 301,943.77          | \$ 301,943.77          |                        | \$ -                   | 0.0%         |
| PMA-MN Trust [2023A]   | 2023A              | \$ 487,267.11          | \$ 1,469.52          | \$ -                   | \$ -                   | \$ -                   | \$ 488,736.63          | 0.3%         |
| PMA-MN Trust [2023B]   | 2023B              | \$ 435,517.28          | \$ 1,313.43          | \$ -                   | \$ -                   | \$ 1,651,400.00        | \$ 2,088,230.71        | 379.5%       |
| PMA-MN Trust [Operating]                                       | Investments        | \$ 2,812,067.02        | \$ 7,824.67          | \$ 685,114.78          | \$ 750,000.00          | \$ 235,300.00          | \$ 2,990,306.47        | 6.3%         |
| <b>End of April 2026 Totals: All Depositories</b>              |                    | <b>\$ 3,921,322.74</b> | <b>\$ 10,607.62</b>  | <b>\$ 2,724,014.09</b> | <b>\$ 1,793,061.34</b> | <b>\$ 1,886,700.00</b> | <b>\$ 6,749,583.11</b> | <b>72.1%</b> |
| <b>Net Cash Flow Increase From May 1, 2026 to May 31, 2026</b> |                    |                        |                      |                        |                        |                        | <b>\$ 1,014,508.98</b> | <b>25.9%</b> |

## Minneota Public School Summary-Fund Thru October 31

Sequence: L, Fd

| Description                   | 202411                 |                        |            | 202511                 |                       |            | 202611                 |                       |            |
|-------------------------------|------------------------|------------------------|------------|------------------------|-----------------------|------------|------------------------|-----------------------|------------|
|                               | Budget<br>BUD24        | Year to Date           | %          | Budget<br>BUD25        | Year to Date          | %          | Budget<br>BUD26        | Year to Date          | %          |
| E Expenditure                 |                        |                        |            |                        |                       |            |                        |                       |            |
| 01 General Fund               | 7,904,910.00           | 6,448,130.40           | 82%        | 7,930,185.00           | 6,680,875.80          | 84%        | 8,497,426.00           | 6,915,928.44          | 81%        |
| 02 Food Service Fund          | 475,972.00             | 431,695.43             | 91%        | 517,663.00             | 434,558.48            | 84%        | 600,671.00             | 465,638.24            | 78%        |
| 04 Community Service          | 240,967.00             | 220,219.40             | 91%        | 253,575.00             | 257,592.47            | 102%       | 272,613.00             | 262,416.91            | 96%        |
| 06 Building Construction Fund | 36,000.00              | 35,378.78              | 98%        | 264,358.00             | 0.00                  | 0%         | 269,350.00             | 202,843.97            | 75%        |
| 07 Debt Service Fund          | 1,177,800.00           | 1,173,900.00           | 100%       | 1,545,578.00           | 1,546,702.50          | 100%       | 1,553,750.00           | 1,552,400.00          | 100%       |
| <b>E Expenditure</b>          | <b>9,835,649.00</b>    | <b>8,309,324.01</b>    | <b>84%</b> | <b>10,511,359.00</b>   | <b>8,919,729.25</b>   | <b>85%</b> | <b>11,193,810.00</b>   | <b>9,399,227.56</b>   | <b>84%</b> |
| R Revenue                     |                        |                        |            |                        |                       |            |                        |                       |            |
| 01 General Fund               | (7,760,002.00)         | (6,385,726.23)         | 82%        | (7,967,047.00)         | (6,616,626.51)        | 83%        | (8,604,725.00)         | (7,284,791.24)        | 85%        |
| 02 Food Service Fund          | (497,500.00)           | (409,109.29)           | 82%        | (501,520.00)           | (421,271.94)          | 84%        | (555,750.00)           | (463,330.00)          | 83%        |
| 04 Community Service          | (174,041.00)           | (150,418.30)           | 86%        | (191,756.00)           | (171,669.08)          | 90%        | (185,589.00)           | (175,190.64)          | 94%        |
| 06 Building Construction Fund | (2,635,533.00)         | (2,579,577.97)         | 98%        | (85,000.00)            | (103,690.62)          | 122%       | (135,000.00)           | (145,450.31)          | 108%       |
| 07 Debt Service Fund          | (1,178,297.00)         | (1,322,376.05)         | 112%       | (1,714,917.00)         | (1,826,112.94)        | 106%       | (1,592,861.00)         | (1,528,414.12)        | 96%        |
| 21 Student Activity Account   | 0.00                   | (9,739.85)             | 0%         | 0.00                   | (5,502.90)            | 0%         | 0.00                   | 1,150.79              | 0%         |
| <b>R Revenue</b>              | <b>(12,245,373.00)</b> | <b>(10,856,947.69)</b> | <b>89%</b> | <b>(10,460,240.00)</b> | <b>(9,144,873.99)</b> | <b>87%</b> | <b>(11,073,925.00)</b> | <b>(9,596,025.52)</b> | <b>87%</b> |

## Minneota Public School Multi Year Series-Source

Sequence: Fd, O/S

| Description                                  | 202411                |                       |            | 202511                |                       |            | 202611                |                       |            |
|--|-----------------------|-----------------------|------------|-----------------------|-----------------------|------------|-----------------------|-----------------------|------------|
|  | Budget<br>BUD24       | Year to Date          | %          | Budget<br>BUD25       | Year to Date          | %          | Budget<br>BUD26       | Year to Date          | %          |
| 01 General Fund                              |                       |                       |            |                       |                       |            |                       |                       |            |
| <b>000 Local Revenues</b>                    | <b>(1,818,631.00)</b> | <b>(1,400,020.55)</b> | 77%        | <b>(1,630,758.00)</b> | <b>(1,218,323.01)</b> | 75%        | <b>(1,945,037.00)</b> | <b>(1,784,391.40)</b> | 92%        |
| <b>200 State Revenues</b>                    | <b>(4,736,729.00)</b> | <b>(4,259,026.42)</b> | 90%        | <b>(4,884,767.00)</b> | <b>(4,346,796.30)</b> | 89%        | <b>(5,233,040.00)</b> | <b>(4,601,539.42)</b> | 88%        |
| <b>300 State Revenues</b>                    | <b>(1,017,477.00)</b> | <b>(668,305.69)</b>   | 66%        | <b>(1,227,801.00)</b> | <b>(833,898.88)</b>   | 68%        | <b>(1,307,360.00)</b> | <b>(822,482.40)</b>   | 63%        |
| <b>400 Federal Revenues from State</b>       | <b>(148,519.00)</b>   | <b>(2,053.07)</b>     | 1%         | <b>(183,735.00)</b>   | <b>(163,318.44)</b>   | 89%        | <b>(66,518.00)</b>    | <b>(22,700.52)</b>    | 34%        |
| <b>500 Federal Revenues from Fed Sou</b>     | <b>(38,646.00)</b>    | <b>(50,993.00)</b>    | 132%       | <b>(39,986.00)</b>    | <b>(54,567.00)</b>    | 136%       | <b>(52,770.00)</b>    | <b>(52,770.00)</b>    | 100%       |
| <b>600 Loc Sales, Ins Recov &amp; Jdgmnt</b> | <b>0.00</b>           | <b>(5,327.50)</b>     | 0%         | <b>0.00</b>           | <b>277.12</b>         | 0%         | <b>0.00</b>           | <b>(907.50)</b>       | 0%         |
| <b>01 General Fund</b>                       | <b>(7,760,002.00)</b> | <b>(6,385,726.23)</b> | <b>82%</b> | <b>(7,967,047.00)</b> | <b>(6,616,626.51)</b> | <b>83%</b> | <b>(8,604,725.00)</b> | <b>(7,284,791.24)</b> | <b>85%</b> |

## Minneota Public School Multi Year Series-Source

Sequence: Fd, O/S

| Description                         | 202411              |                     |            | 202511              |                     |            | 202611              |                     |            |
|-------------------------------------|---------------------|---------------------|------------|---------------------|---------------------|------------|---------------------|---------------------|------------|
|                                     | Budget              | Year to Date        | %          | Budget              | Year to Date        | %          | Budget              | Year to Date        | %          |
|                                     | BUD24               |                     |            | BUD25               |                     |            | BUD26               |                     |            |
| 01 General Fund                     |                     |                     |            |                     |                     |            |                     |                     |            |
| <b>100 Salaries &amp; Wages</b>     | 4,295,935.00        | 3,562,076.42        | 83%        | 4,413,774.00        | 3,640,943.53        | 82%        | 4,642,004.00        | 3,875,159.24        | 83%        |
| <b>200 Employee Benefits</b>        | 1,119,935.00        | 820,895.27          | 73%        | 1,142,232.00        | 808,592.63          | 71%        | 1,222,752.00        | 902,404.84          | 74%        |
| <b>300 Purchased Services</b>       | 1,443,025.00        | 1,234,701.78        | 86%        | 1,488,118.00        | 1,350,132.12        | 91%        | 1,736,535.00        | 1,476,070.31        | 85%        |
| <b>400 Supplies &amp; Materials</b> | 787,395.00          | 592,730.95          | 75%        | 662,199.00          | 721,151.86          | 109%       | 665,332.00          | 498,408.92          | 75%        |
| <b>500 Capital Expenditures</b>     | 234,000.00          | 216,430.54          | 92%        | 194,112.00          | 136,447.51          | 70%        | 199,653.00          | 139,740.09          | 70%        |
| <b>800 Other Expenditures</b>       | 24,620.00           | 21,295.44           | 86%        | 29,750.00           | 23,608.15           | 79%        | 31,150.00           | 24,145.04           | 78%        |
| <b>01 General Fund</b>              | <b>7,904,910.00</b> | <b>6,448,130.40</b> | <b>82%</b> | <b>7,930,185.00</b> | <b>6,680,875.80</b> | <b>84%</b> | <b>8,497,426.00</b> | <b>6,915,928.44</b> | <b>81%</b> |



# MNTrust Monthly Statement

Minnesota ISD #414

**Please Note:**

THE FUND WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF THE JUNETEENTH HOLIDAY

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

5/1/2026 - 5/31/2026

| Investment Pool Summary   | IS                    |
|---------------------------|-----------------------|
| Beginning Market Balance  | \$2,812,067.02        |
| Dividends                 | \$7,824.67            |
| Purchases                 | \$685,114.78          |
| Redemptions               | (\$750,000.00)        |
| Ending Market Balance     | \$2,755,006.47        |
| Average Monthly Rate      | 3.551%                |
| NAV / Share Price         | 1.000                 |
| <b>Total</b>              | <b>\$2,755,006.47</b> |
| <b>Total Fixed Income</b> | <b>\$235,300.00</b>   |
| <b>Account Total</b>      | <b>\$2,990,306.47</b> |

**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 5/1/2026 - 5/31/2026

| Transaction | Trade Date | Settle Date | Description                            | Redemption            | Purchase            | NAV / Share Price | Shares this Transaction |
|-------------|------------|-------------|--|-----------------------|---------------------|-------------------|-------------------------|
| 13400227    | 05/07/2026 | 05/07/2026  | State Funds Purchase, MN State-MMB ACH | \$0.00                | \$5,004.00          | \$1.000           | 5,004.000               |
| 13401123    | 05/08/2026 | 05/08/2026  | Online Wire Redemption                 | (\$250,000.00)        | \$0.00              | \$1.000           | (250,000.000)           |
| 13412077    | 05/08/2026 | 05/08/2026  | Online Wire Redemption                 | (\$250,000.00)        | \$0.00              | \$1.000           | (250,000.000)           |
| 13445527    | 05/13/2026 | 05/13/2026  | State Funds Purchase, MN State-MMB ACH | \$0.00                | \$53,721.69         | \$1.000           | 53,721.690              |
| 13456919    | 05/14/2026 | 05/14/2026  | State Funds Purchase, MN State-MMB ACH | \$0.00                | \$1,668.00          | \$1.000           | 1,668.000               |
| 13468797    | 05/15/2026 | 05/15/2026  | State Funds Purchase, MN State-MMB ACH | \$0.00                | \$354,636.73        | \$1.000           | 354,636.730             |
| 13515884    | 05/21/2026 | 05/21/2026  | Online Wire Redemption                 | (\$250,000.00)        | \$0.00              | \$1.000           | (250,000.000)           |
| 13573537    | 05/29/2026 | 05/29/2026  | State Funds Purchase, MN State-MMB ACH | \$0.00                | \$270,084.36        | \$1.000           | 270,084.360             |
|             | 05/31/2026 | 05/31/2026  | Total Dividend Reinvestment            | \$0.00                | \$7,824.67          | \$1.000           | 7,824.670               |
|             |            |             |  | <b>(\$750,000.00)</b> | <b>\$692,939.45</b> |                   | <b>(57,060.550)</b>     |

Beginning Market Value: \$2,812,067.02 | Ending Market Value: \$2,755,006.47



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

5/31/2026

| Type | Code | Holding Id | Trade Date | Settle Date | Maturity Date | Description          | Cost                  | Rate   | NAV / Share Price | Face/Par/Shares      | Market Value          |
|------|------|------------|------------|-------------|---------------|----------------------|-----------------------|--------|-------------------|----------------------|-----------------------|
| IS   |      |            |            | 05/31/2026  |               | IS Account Balance   | \$2,755,006.47        | 3.551% | \$1.000           | 2,755,006.470        | \$2,755,006.47        |
| 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          |
|      |      |            |            |             |               |                      | <b>\$2,990,306.47</b> |        |                   | <b>3,004,722.240</b> | <b>\$2,990,306.47</b> |

**Time and Dollar Weighted Average Portfolio Yield:** 4.149%

**Weighted Average Portfolio Maturity:** 58.00 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   | 92.131%        | \$2,755,006.47  | IS Account             |
| CD   | 7.869%         | \$235,300.00    | 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

**Please Note:**

THE FUND WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF THE JUNETEENTH HOLIDAY

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

5/1/2026 - 5/31/2026

| <b>Investment Pool Summary</b> |  | <b>IS</b>           |
|--------------------------------|--|---------------------|
| Beginning Market Balance       |  | \$487,267.11        |
| Dividends                      |  | \$1,469.52          |
| Purchases                      |  | \$0.00              |
| Redemptions                    |  | \$0.00              |
| Ending Market Balance          |  | \$488,736.63        |
| Average Monthly Rate           |  | 3.551%              |
| NAV / Share Price              |  | 1.000               |
| <b>Total</b>                   |  | <b>\$488,736.63</b> |
| <b>Total Fixed Income</b>      |  | <b>\$0.00</b>       |
| <b>Account Total</b>           |  | <b>\$488,736.63</b> |

**Your Representative(s)**

**Xander Nguyen**

(612) 509-2564

xander.nguyen@ptma.com

**Steve Pumper**

(612) 509-2565

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*Representatives are associated with PMA Securities, LLC*

**Minnesota ISD #414**

504 N. Monroe St.

Minneota, MN 56264



**PTMA Financial Solutions**

2135 City Gate Lane, 7th Floor

Naperville, IL 60563



# MNTrust Monthly Statement

Minnesota ISD #414

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

IS 5/1/2026 - 5/31/2026

| Transaction | Trade Date | Settle Date | Description                 | Redemption | Purchase   | NAV / Share Price | Shares this Transaction |
|-------------|------------|-------------|-----------------------------|------------|------------|-------------------|-------------------------|
|             | 05/31/2026 | 05/31/2026  | Total Dividend Reinvestment | \$0.00     | \$1,469.52 | \$1.000           | 1,469.520               |
|             |            |             |                             | \$0.00     | \$1,469.52 |                   | 1,469.520               |

Beginning Market Value: \$487,267.11 | Ending Market Value: \$488,736.63



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

5/31/2026

| Type | Code | Holding Id | Trade Date | Settle Date | Maturity Date | Description        | Cost                | Rate   | NAV / Share Price | Face/Par/Shares    | Market Value        |
|------|------|------------|------------|-------------|---------------|--------------------|---------------------|--------|-------------------|--------------------|---------------------|
| IS   |      |            |            | 05/31/2026  |               | IS Account Balance | \$488,736.63        | 3.551% | \$1.000           | 488,736.630        | \$488,736.63        |
|      |      |            |            |             |               |                    | <b>\$488,736.63</b> |        |                   | <b>488,736.630</b> | <b>\$488,736.63</b> |

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

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

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

## Portfolio Summary

| Type | Allocation (%) | Allocation (\$) | Description |
|------|----------------|-----------------|-------------|
| IS   | 100.000%       | \$488,736.63    | 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

**Please Note:**

THE FUND WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF THE JUNETEENTH HOLIDAY

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

5/1/2026 - 5/31/2026

| Investment Pool Summary  | IS                  |
|--------------------------|---------------------|
| Beginning Market Balance | \$435,517.28        |
| Dividends                | \$1,313.43          |
| Purchases                | \$0.00              |
| Redemptions              | \$0.00              |
| Ending Market Balance    | \$436,830.71        |
| Average Monthly Rate     | 3.551%              |
| NAV / Share Price        | 1.000               |
| <b>Total</b>             | <b>\$436,830.71</b> |

|                           |                       |
|---------------------------|-----------------------|
| <b>Total Fixed Income</b> | <b>\$1,651,400.00</b> |
|---------------------------|-----------------------|

|                      |                       |
|----------------------|-----------------------|
| <b>Account Total</b> | <b>\$2,088,230.71</b> |
|----------------------|-----------------------|

**Your Representative(s)**

**Xander Nguyen**

(612) 509-2564

xander.nguyen@ptma.com

**Steve Pumper**

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*Representatives are associated with PMA Securities, LLC*

**Minnesota ISD #414**

504 N. Monroe St.

Minnesota, MN 56264



**PTMA Financial Solutions**

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



# MNTrust Monthly Statement

Minnesota ISD #414

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

IS 5/1/2026 - 5/31/2026

| Transaction | Trade Date | Settle Date | Description                 | Redemption | Purchase   | NAV / Share Price | Shares this Transaction |
|-------------|------------|-------------|-----------------------------|------------|------------|-------------------|-------------------------|
|             | 05/31/2026 | 05/31/2026  | Total Dividend Reinvestment | \$0.00     | \$1,313.43 | \$1.000           | 1,313.430               |
|             |            |             |                             | \$0.00     | \$1,313.43 |                   | 1,313.430               |

Beginning Market Value: \$435,517.28 | Ending Market Value: \$436,830.71



# MNTrust Monthly Statement

Minnesota ISD #414

## Current Portfolio

5/31/2026

| Type | Code | Holding Id | Trade Date | Settle Date | Maturity Date | Description                             | Cost                  | Rate   | NAV / Share Price | Face/Par/Shares      | Market Value          |
|------|------|------------|------------|-------------|---------------|---|-----------------------|--------|-------------------|----------------------|-----------------------|
| IS   |      |            |            | 05/31/2026  |               | IS Account Balance                      | \$436,830.71          | 3.551% | \$1.000           | 436,830.710          | \$436,830.71          |
| 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          |
|      |      |            |            |             |               |   | <b>\$2,088,230.71</b> |        |                   | <b>2,185,000.800</b> | <b>\$2,088,230.71</b> |

**Time and Dollar Weighted Average Portfolio Yield:** 3.499%

**Weighted Average Portfolio Maturity:** 465.20 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   | 20.919%        | \$436,830.71    | IS Account             |
| CD   | 79.081%        | \$1,651,400.00  | Certificate of Deposit |

## Index

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

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

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

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

## Deposit Codes

|   |             |
|---|-------------|
| N | Single FEIN |
|---|-------------|

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

| <b>Fund</b>         | <b>Description</b>         | <b>Total</b>        |
|---------------------|----------------------------|---------------------|
| 01                  | General Fund               | \$648,986.64        |
| 02                  | Food Service Fund          | \$9,442.16          |
| 04                  | Community Service          | \$11,384.86         |
| 06                  | Building Construction Fund | \$2,541.56          |
| <b>Report Total</b> |                            | <b>\$672,355.22</b> |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 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                    |               | \$7,109.02  |  |
| PO#: | Voucher #: | 52415 | Invoice | Invoice No: S2026210          | 5/8/2026                  | Paid Amt:     | \$7,109.02  |  |
|      |            |       |         |                               |                           | Check Amount: | \$7,109.02  |  |
| SBT  | 00594      |       |         | PUBLIC EMPLOYEES RETIREMENT   |                           | Wire          |             |  |
|      |            |       |         | B 01 215 017                  | PERA                      |               | \$9,168.65  |  |
| PO#: | Voucher #: | 52416 | Invoice | Invoice No: S2026210          | 5/8/2026                  | Paid Amt:     | \$9,168.65  |  |
|      |            |       |         |                               |                           | Check Amount: | \$9,168.65  |  |
| SBT  | 00710      |       |         | TEACHERS RETIREMENT           |                           | Wire          |             |  |
|      |            |       |         | B 01 215 018                  | TRA                       |               | \$25,532.00 |  |
| PO#: | Voucher #: | 52418 | Invoice | Invoice No: S2026210          | 5/8/2026                  | Paid Amt:     | \$25,532.00 |  |
|      |            |       |         |                               |                           | Check Amount: | \$25,532.00 |  |
| 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 #: | 52411 | Invoice | Invoice No: S2026210          | 5/8/2026                  | Paid Amt:     | \$3,536.05  |  |
|      |            |       |         |                               |                           | Check Amount: | \$3,536.05  |  |
| SBT  | 3017       |       |         | EFTPS                         |                           | Wire          |             |  |
|      |            |       |         | B 01 215 010                  | FICA/MD                   |               | \$31,176.86 |  |
|      |            |       |         | B 01 215 011                  | FED TAX                   |               | \$11,343.13 |  |
| PO#: | Voucher #: | 52413 | Invoice | Invoice No: S2026210          | 5/8/2026                  | Paid Amt:     | \$42,519.99 |  |
|      |            |       |         |                               |                           | Check Amount: | \$42,519.99 |  |
| SBT  | 3022       |       |         | Common Remitter               |                           | Wire          |             |  |
|      |            |       |         | B 01 215 005                  | PAYANNU                   |               | \$5,721.34  |  |
| PO#: | Voucher #: | 52419 | Invoice | Invoice No: S2026210          | 5/8/2026                  | Paid Amt:     | \$5,721.34  |  |
|      |            |       |         | B 01 215 005                  | PAYANNU                   |               | \$200.34    |  |
| PO#: | Voucher #: | 52417 | Invoice | Invoice No: S2026210          | 5/8/2026                  | Paid Amt:     | \$200.34    |  |
|      |            |       |         | B 01 215 005                  | PAYANNU                   |               | \$798.25    |  |
| PO#: | Voucher #: | 52412 | Invoice | Invoice No: S2026210          | 5/8/2026                  | Paid Amt:     | \$798.25    |  |
|      |            |       |         |                               |                           | Check Amount: | \$6,719.93  |  |
| SBT  | 3034       |       |         | elan Corporate                |                           | Wire          |             |  |
|      |            |       |         | E 01 300 292 209 000 369      | Robotics State Tournament |               | \$6,526.56  |  |
|      |            |       |         | E 01 300 292 209 000 401      | Robotics Supplies         |               | \$47.81     |  |
|      |            |       |         | E 01 300 212 000 000 430      | Art Supplies              |               | \$68.58     |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank | Check No   | Code  | Rcd                 | Vendor                               | Pmt/Void Date | Pmt Type  |             |               |             |
|------|------------|-------|---------------------|--------------------------------------|---------------|-----------|-------------|---------------|-------------|
| SBT  | 3034       |       |                     | <b>elan Corporate</b>                |               | Wire      |             |               |             |
|      |            | E 01  | 300 211 000 000 401 | Senior Class Trip                    |               |           | \$1,327.50  |               |             |
| PO#: | Voucher #: | 52437 | Invoice             | Invoice No: Apr/May 26 Stmt          | 5/12/2026     | Paid Amt: | \$7,970.45  |               |             |
|      |            | B 01  | 131 000             | FCCLA National Flights               |               |           | \$8,708.35  |               |             |
|      |            | B 01  | 131 000             | FCCLA National Trip                  |               |           | \$3,130.00  |               |             |
| PO#: | Voucher #: | 52438 | Invoice             | Invoice No: Apr/May 26 Stmt          | 5/12/2026     | Paid Amt: | \$11,838.35 |               |             |
|      |            |       |                     |                                      |               |           |             | Check Amount: | \$19,808.80 |
| SBT  | 2819       |       |                     | <b>EMC Insurance Companies</b>       |               | Wire      |             |               |             |
|      |            | E 01  | 005 760 000 720 340 | Auto Insurance                       |               |           | \$669.71    |               |             |
|      |            | E 01  | 005 940 000 000 340 | Property, Liability Insurance        |               |           | \$5,889.34  |               |             |
| PO#: | Voucher #: | 52482 | Invoice             | Invoice No: 7002753622               | 5/18/2026     | Paid Amt: | \$6,559.05  |               |             |
|      |            |       |                     |                                      |               |           |             | Check Amount: | \$6,559.05  |
| SBT  | 00127      |       |                     | <b>COMMISSIONER OF REVENUE</b>       |               | Wire      |             |               |             |
|      |            | B 01  | 215 013             | ST TAX                               |               |           | \$7,502.49  |               |             |
| PO#: | Voucher #: | 52497 | Invoice             | Invoice No: S2026220                 | 5/22/2026     | Paid Amt: | \$7,502.49  |               |             |
|      |            |       |                     |                                      |               |           |             | Check Amount: | \$7,502.49  |
| SBT  | 00211      |       |                     | <b>SW/WC SERVICE COOPERATIVES</b>    |               | Wire      |             |               |             |
|      |            | B 01  | 215 027             | Group Premium - June 2026            |               |           | \$36,735.26 |               |             |
| PO#: | Voucher #: | 52512 | Invoice             | Invoice No: May 4 2026               | 5/22/2026     | Paid Amt: | \$36,735.26 |               |             |
|      |            |       |                     |                                      |               |           |             | Check Amount: | \$36,735.26 |
| SBT  | 00594      |       |                     | <b>PUBLIC EMPLOYEES RETIREMENT</b>   |               | Wire      |             |               |             |
|      |            | B 01  | 215 017             | PERA                                 |               |           | \$8,201.91  |               |             |
| PO#: | Voucher #: | 52498 | Invoice             | Invoice No: S2026220                 | 5/22/2026     | Paid Amt: | \$8,201.91  |               |             |
|      |            |       |                     |                                      |               |           |             | Check Amount: | \$8,201.91  |
| SBT  | 00710      |       |                     | <b>TEACHERS RETIREMENT</b>           |               | Wire      |             |               |             |
|      |            | B 01  | 215 018             | TRA                                  |               |           | \$27,799.34 |               |             |
| PO#: | Voucher #: | 52500 | Invoice             | Invoice No: S2026220                 | 5/22/2026     | Paid Amt: | \$27,799.34 |               |             |
|      |            |       |                     |                                      |               |           |             | Check Amount: | \$27,799.34 |
| SBT  | 01418      |       |                     | <b>HORACE MANN</b>                   |               | Wire      |             |               |             |
|      |            | B 01  | 215 051             | 4/26 Auto - KL                       |               |           | \$115.80    |               |             |
|      |            | B 01  | 215 051             | 5/11 Auto - KL                       |               |           | \$115.80    |               |             |
| PO#: | Voucher #: | 52510 | Invoice             | Invoice No: 220034A                  | 5/22/2026     | Paid Amt: | \$231.60    |               |             |
|      |            |       |                     |                                      |               |           |             | Check Amount: | \$231.60    |
| SBT  | 2313       |       |                     | <b>Educators Benefit Consultants</b> |               | Wire      |             |               |             |
|      |            | B 01  | 215 035             | HSA Employee Deduction               |               |           | \$2,123.55  |               |             |
|      |            | B 01  | 215 085             | MED FSA                              |               |           | \$716.67    |               |             |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank              | Check No          | Code         | Rcd     | Vendor                               | Pmt/Void Date                                 | Pmt Type             |                    |  |
|-------------------|-------------------|--------------|---------|--------------------------------------|---|----------------------|--------------------|--|
| SBT               | 2313              |              |         | <b>Educators Benefit Consultants</b> |   | <b>Wire</b>          |                    |  |
|                   |                   |              |         | B 01 215 086                         | PAYROLL DEDUCTIONS                            | \$695.83             |                    |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52493</b> | Invoice | <b>Invoice No:</b> S2026220          | <b>5/22/2026</b>                              | <b>Paid Amt:</b>     | <b>\$3,536.05</b>  |  |
|                   |                   |              |         |                                      |   | <b>Check Amount:</b> | <b>\$3,536.05</b>  |  |
| SBT               | 3017              |              |         | <b>EFTPS</b>                         |   | <b>Wire</b>          |                    |  |
|                   |                   |              |         | B 01 215 010                         | FICA/MD                                       | \$32,635.96          |                    |  |
|                   |                   |              |         | B 01 215 011                         | FED TAX                                       | \$12,154.01          |                    |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52495</b> | Invoice | <b>Invoice No:</b> S2026220          | <b>5/22/2026</b>                              | <b>Paid Amt:</b>     | <b>\$44,789.97</b> |  |
|                   |                   |              |         |                                      |   | <b>Check Amount:</b> | <b>\$44,789.97</b> |  |
| SBT               | 3022              |              |         | <b>Common Remitter</b>               |   | <b>Wire</b>          |                    |  |
|                   |                   |              |         | B 01 215 005                         | PAYANNU                                       | \$687.29             |                    |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52494</b> | Invoice | <b>Invoice No:</b> S2026220          | <b>5/22/2026</b>                              | <b>Paid Amt:</b>     | <b>\$687.29</b>    |  |
|                   |                   |              |         | B 01 215 005                         | PAYANNU                                       | \$5,450.10           |                    |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52501</b> | Invoice | <b>Invoice No:</b> S2026220          | <b>5/22/2026</b>                              | <b>Paid Amt:</b>     | <b>\$5,450.10</b>  |  |
|                   |                   |              |         | B 01 215 005                         | PAYANNU                                       | \$200.34             |                    |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52499</b> | Invoice | <b>Invoice No:</b> S2026220          | <b>5/22/2026</b>                              | <b>Paid Amt:</b>     | <b>\$200.34</b>    |  |
|                   |                   |              |         |                                      |   | <b>Check Amount:</b> | <b>\$6,337.73</b>  |  |
| SBT               | 4275              |              |         | <b>Northeast Service Coop</b>        |   | <b>Wire</b>          |                    |  |
|                   |                   |              |         | B 01 215 032                         | June 2026 - Single Coverage                   | \$600.00             |                    |  |
|                   |                   |              |         | B 01 215 032                         | June 2026 - Family Coverage                   | \$1,885.00           |                    |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52504</b> | Invoice | <b>Invoice No:</b> 2727              | <b>5/22/2026</b>                              | <b>Paid Amt:</b>     | <b>\$2,485.00</b>  |  |
|                   |                   |              |         |                                      |   | <b>Check Amount:</b> | <b>\$2,485.00</b>  |  |
| SBT               | 3034              |              |         | <b>elan Corporate</b>                |   | <b>Wire</b>          |                    |  |
|                   |                   |              |         | E 01 300 230 000 000 430             | All About Me Paper                            | \$1.00               |                    |  |
|                   |                   |              |         | E 01 300 230 000 000 430             | Spanish Color By Number                       | \$4.25               |                    |  |
|                   |                   |              |         | E 01 300 230 000 000 430             | Speaking activities & assessments             | \$3.99               |                    |  |
|                   |                   |              |         | E 01 300 230 000 000 430             | preterite vs imperfect                        | \$4.00               |                    |  |
|                   |                   |              |         | E 01 300 230 000 000 430             | Market Day Activity                           | \$5.73               |                    |  |
| <b>PO#:</b> 11458 | <b>Voucher #:</b> | <b>52517</b> | Invoice | <b>Invoice No:</b> April/May 26 Stmt | <b>5/26/2026</b>                              | <b>Paid Amt:</b>     | <b>\$18.97</b>     |  |
|                   |                   |              |         | E 01 300 256 000 000 430             | Texas Instruments® TI-30XS MultiView™ Te      | \$149.95             |                    |  |
|                   |                   |              |         | E 01 300 256 000 000 430             | Paper Mate Flair Felt Tip Pens, Medium Point  | \$33.02              |                    |  |
|                   |                   |              |         | E 01 300 256 000 000 430             | Paper Mate Flair Felt Tip Pens, Medium Point  | \$12.99              |                    |  |
|                   |                   |              |         | E 01 300 256 000 000 430             | Pacon Composition Paper, 8 1/2"X11", 1/4" Ql  | \$17.44              |                    |  |
|                   |                   |              |         | E 01 300 256 000 000 430             | EXPO Dry Erase Markers Chisel Tip Black Lo    | \$84.75              |                    |  |
|                   |                   |              |         | E 01 300 256 000 000 430             | Favourde 48 Pack Magnetic Whiteboard Dry E    | \$27.98              |                    |  |
|                   |                   |              |         | E 01 300 256 000 000 430             | Elmer's Disappearing Purple School Glue Stic  | \$9.99               |                    |  |
|                   |                   |              |         | E 01 300 256 000 000 430             | 12 Inch Plastic Rulers, 32 Pack Assorted Colc | \$9.99               |                    |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank              | Check No          | Code         | Rcd     | Vendor              | Pmt/Void Date   | Pmt Type         |                           |
|-------------------|-------------------|--------------|---------|---------------------|---|------------------|---------------------------|
| SBT               | 3034              |              |         | elan Corporate      |   | Wire             |                           |
|                   |                   |              | E 01    | 300 256 000 000 430 | Amazon Basics Wood-Cased #2 Pencils for V   | \$61.74          |                           |
|                   |                   |              | E 01    | 300 256 000 000 430 | Puffs Ultra Soft Non-Lotion Facial Tissue, 8 F:   | \$26.56          |                           |
|                   |                   |              | E 01    | 300 256 000 000 430 | Classroom Timers for Teachers Kids Large Me   | \$6.56           |                           |
|                   |                   |              | E 01    | 300 256 000 000 430 | Scissors Set of 24-Pack, 8" Scissors All Purp   | \$23.39          |                           |
|                   |                   |              | E 01    | 300 256 000 000 430 | Sharpie Permanent Markers, Fine Tip, Black, '   | \$9.98           |                           |
|                   |                   |              | E 01    | 300 256 000 000 430 | Freight   | \$16.25          |                           |
| <b>PO#: 11453</b> | <b>Voucher #:</b> | <b>52518</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt: \$490.59</b> |
|                   |                   |              | E 01    | 300 256 000 000 430 | Texas Instruments® TI-30XS MultiView™ Te:   | \$299.90         |                           |
|                   |                   |              | E 01    | 300 256 000 000 430 | Freight   | \$86.77          |                           |
| <b>PO#: 11453</b> | <b>Voucher #:</b> | <b>52519</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt: \$386.67</b> |
|                   |                   |              | E 01    | 300 407 000 740 433 | Ghirardelli 3 Tier 64 oz. Flavoring Sauce Rack  | \$43.99          |                           |
|                   |                   |              | E 01    | 300 407 000 740 433 | Ghirardelli Exclusive 0.50 oz. Flavoring Sauce  | \$69.99          |                           |
|                   |                   |              | E 01    | 300 407 000 740 433 | Torani 6-Tier 6-Bottle Black Stainless Steel Wi   | \$41.99          |                           |
|                   |                   |              | E 01    | 300 407 000 740 433 | Choice 0.25 oz. Syrup Pump for Most 700 mL,   | \$31.14          |                           |
|                   |                   |              | E 01    | 300 407 000 740 433 | Lavex 12" Open-Lid Lobby Dust Pan with Bro  | \$18.99          |                           |
|                   |                   |              | E 01    | 300 407 000 740 433 | Acopa 13" Black Weighted Bar Spoon  | \$10.58          |                           |
|                   |                   |              | E 01    | 300 407 000 740 433 | Freight   | \$110.91         |                           |
| <b>PO#: 11451</b> | <b>Voucher #:</b> | <b>52520</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt: \$327.59</b> |
|                   |                   |              | E 01    | 100 203 021 000 430 | <a href="https://www.lakeshorelearning.com/products/">https://www.lakeshorelearning.com/products/</a> | \$89.50          |                           |
|                   |                   |              | E 01    | 100 203 021 000 430 | <a href="https://www.lakeshorelearning.com/products/">https://www.lakeshorelearning.com/products/</a> | \$85.00          |                           |
|                   |                   |              | E 01    | 100 203 021 000 430 | <a href="https://www.lakeshorelearning.com/products/">https://www.lakeshorelearning.com/products/</a> | \$29.99          |                           |
| <b>PO#: 11110</b> | <b>Voucher #:</b> | <b>52521</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt: \$204.49</b> |
|                   |                   |              | E 01    | 100 216 000 401 433 | - Amazon.com: Ticonderoga Wood-Cased Pe   | \$6.29           |                           |
|                   |                   |              | E 01    | 100 216 000 401 433 | Amazon.com: Duracell Coppertop AAA Batte  | \$21.75          |                           |
|                   |                   |              | E 01    | 100 216 000 401 433 | Amazon.com : EXPO Dry Erase Markers, Low  | \$19.54          |                           |
|                   |                   |              | E 01    | 100 216 000 401 433 | Amazon.com : Sharpie Pocket Highlighters, C   | \$10.28          |                           |
|                   |                   |              | E 01    | 100 216 000 401 433 | CD Player Portable with 60 Second Anti Skip,  | \$100.00         |                           |
|                   |                   |              | E 01    | 100 216 000 401 433 | Double-Sided Magnetic Phonics Tiles at Lakes  | \$99.50          |                           |
|                   |                   |              | E 01    | 100 216 000 401 433 | Snap & Build Phonics - Complete Set at Lakes  | \$86.99          |                           |
|                   |                   |              | E 01    | 100 216 000 401 433 | Freight   | \$49.00          |                           |
| <b>PO#: 11426</b> | <b>Voucher #:</b> | <b>52522</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt: \$393.35</b> |
|                   |                   |              | E 01    | 100 203 000 000 401 | <a href="https://www.lakeshorelearning.com/products/">https://www.lakeshorelearning.com/products/</a> | \$49.99          |                           |
|                   |                   |              | E 01    | 100 203 021 000 430 | <a href="https://www.lakeshorelearning.com/products/">https://www.lakeshorelearning.com/products/</a> | \$29.99          |                           |
|                   |                   |              | E 01    | 100 203 021 000 430 | <a href="https://www.lakeshorelearning.com/products/">https://www.lakeshorelearning.com/products/</a> | \$29.99          |                           |
|                   |                   |              | E 01    | 100 203 000 000 401 | <a href="https://www.lakeshorelearning.com/products/">https://www.lakeshorelearning.com/products/</a> | \$86.99          |                           |
|                   |                   |              | E 01    | 100 203 021 000 430 | <a href="https://www.lakeshorelearning.com/products/">https://www.lakeshorelearning.com/products/</a> | \$39.99          |                           |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 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 | <a href="https://www.lakeshorelearning.com/products/">https://www.lakeshorelearning.com/products/</a>     |                  | \$59.99          |                 |
|                   |                   |              | E 01    | 100 203 000 000 401 | <a href="https://www.lakeshorelearning.com/products/">https://www.lakeshorelearning.com/products/</a>     |                  | \$89.99          |                 |
|                   |                   |              | E 01    | 100 203 000 000 401 | Classroom Supplies  |                  | \$194.99         |                 |
| <b>PO#: 11462</b> | <b>Voucher #:</b> | <b>52523</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt:</b> | <b>\$581.92</b> |
|                   |                   |              | E 01    | 300 301 000 830 433 | <a href="https://www.amazon.com/LICHAMP-Measurir">https://www.amazon.com/LICHAMP-Measurir</a>             |                  | \$179.94         |                 |
|                   |                   |              | E 01    | 300 301 000 830 433 | <a href="https://www.amazon.com/EnerTwist-Titanium-">https://www.amazon.com/EnerTwist-Titanium-</a>       |                  | \$28.89          |                 |
| <b>PO#: 11447</b> | <b>Voucher #:</b> | <b>52524</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt:</b> | <b>\$208.83</b> |
|                   |                   |              | E 01    | 005 810 000 000 401 | <a href="https://www.amazon.com/Little-Giant-Multi-Use">https://www.amazon.com/Little-Giant-Multi-Use</a> |                  | \$284.94         |                 |
|                   |                   |              | E 01    | 005 810 000 000 401 | <a href="https://www.amazon.com/Little-Giant-Ladder-">https://www.amazon.com/Little-Giant-Ladder-</a>     |                  | \$484.94         |                 |
| <b>PO#: 11448</b> | <b>Voucher #:</b> | <b>52525</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt:</b> | <b>\$769.88</b> |
|                   |                   |              | E 01    | 300 296 228 000 401 | Heavy Duty Standard C Softball Pitching Scre  |                  | \$215.99         |                 |
| <b>PO#: 11487</b> | <b>Voucher #:</b> | <b>52526</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt:</b> | <b>\$215.99</b> |
|                   |                   |              | E 01    | 300 296 228 000 401 | <a href="https://www.amazon.com/KuiBonu-Softball-Piti">https://www.amazon.com/KuiBonu-Softball-Piti</a>   |                  | \$87.72          |                 |
|                   |                   |              | E 01    | 300 296 228 000 401 | <a href="https://a.co/d/0hOIDaQI">https://a.co/d/0hOIDaQI</a> weighted hitting b:                         |                  | \$49.50          |                 |
|                   |                   |              | E 01    | 300 296 228 000 401 | <a href="https://a.co/d/044HI6MT">https://a.co/d/044HI6MT</a> slip proof turf 4 X 7                       |                  | \$139.98         |                 |
|                   |                   |              | E 01    | 300 296 228 000 401 | <a href="https://a.co/d/04e1HHqX">https://a.co/d/04e1HHqX</a> flat bat                                    |                  | \$79.98          |                 |
|                   |                   |              | E 01    | 300 296 228 000 401 | <a href="https://a.co/d/0duQwA3n">https://a.co/d/0duQwA3n</a> weighted batting t                          |                  | \$85.98          |                 |
|                   |                   |              | E 01    | 300 296 228 000 401 | <a href="https://a.co/d/00q9C1wd">https://a.co/d/00q9C1wd</a> tennis balls                                |                  | \$59.99          |                 |
| <b>PO#: 11484</b> | <b>Voucher #:</b> | <b>52527</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt:</b> | <b>\$503.15</b> |
|                   |                   |              | E 01    | 300 230 000 000 430 | 2 pack handheld broom   |                  | \$8.99           |                 |
| <b>PO#: 11446</b> | <b>Voucher #:</b> | <b>52528</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt:</b> | <b>\$8.99</b>   |
|                   |                   |              | E 01    | 100 203 024 000 430 | laminating sheets   |                  | \$68.96          |                 |
|                   |                   |              | E 01    | 100 203 024 000 430 | art drying cart   |                  | \$70.99          |                 |
|                   |                   |              | E 01    | 100 203 024 000 430 | white card stock  |                  | \$50.97          |                 |
|                   |                   |              | E 01    | 100 203 024 000 430 | colored cardstock   |                  | \$39.98          |                 |
|                   |                   |              | E 01    | 100 203 024 000 430 | colored paper   |                  | \$39.28          |                 |
|                   |                   |              | E 01    | 100 203 024 000 430 | bday crowns   |                  | \$11.99          |                 |
|                   |                   |              | E 01    | 100 203 024 000 430 | sharpies 12 count   |                  | \$9.98           |                 |
|                   |                   |              | E 01    | 100 203 024 000 430 | glue sticks 60 ct   |                  | \$19.94          |                 |
|                   |                   |              | E 01    | 100 203 024 000 430 | Freight   |                  | \$10.02          |                 |
| <b>PO#: 11485</b> | <b>Voucher #:</b> | <b>52529</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt   | <b>5/26/2026</b> | <b>Paid Amt:</b> | <b>\$322.11</b> |
|                   |                   |              | E 01    | 100 203 036 000 430 | Weighted stuffed animal   |                  | \$35.28          |                 |
|                   |                   |              | E 01    | 100 203 036 000 430 | Post-it Notes   |                  | \$10.13          |                 |
|                   |                   |              | E 01    | 100 203 036 000 430 | Taja Lined Spiral Journal Notebook  |                  | \$6.39           |                 |
|                   |                   |              | E 01    | 100 203 036 000 430 | Mr. Pen- Pastel Highlighters  |                  | \$5.95           |                 |
|                   |                   |              | E 01    | 100 203 036 000 430 | The 7 Habits of Highly Effective Teens: Guide   |                  | \$18.99          |                 |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank              | Check No          | Code         | Rcd     | Vendor              | Pmt/Void Date                                 | Pmt Type         |                           |
|-------------------|-------------------|--------------|---------|---------------------|---|------------------|---------------------------|
| SBT               | 3034              |              |         | elan Corporate      |   | Wire             |                           |
|                   |                   |              | E 01    | 100 203 036 000 430 | Happy Confident Me: Daily Journal             | \$9.99           |                           |
|                   |                   |              | E 01    | 100 203 036 000 430 | Emotional Intelligence for Kids Workbook      | \$14.99          |                           |
|                   |                   |              | E 01    | 100 203 036 000 430 | Stop Letting Everything Affect you- paperbac  | \$12.28          |                           |
|                   |                   |              | E 01    | 100 203 036 000 430 | My Feelings, My Colors                        | \$10.99          |                           |
|                   |                   |              | E 01    | 100 203 036 000 430 | Pentel RSVP Original Ballpoint Pen            | \$19.90          |                           |
|                   |                   |              | E 01    | 100 203 036 000 430 | Wood Clipboards set of 2                      | \$6.95           |                           |
|                   |                   |              | E 01    | 100 203 036 000 430 | The 7 Habits of Highly Effective Teens- workt | \$14.32          |                           |
|                   |                   |              | E 01    | 100 203 036 000 430 | The 7 Habits of Highly Effective Teens- paper | \$12.15          |                           |
|                   |                   |              | E 01    | 100 203 036 000 430 | Counseling Poster- Confidentiality Sign       | \$14.99          |                           |
| <b>PO#: 11470</b> | <b>Voucher #:</b> | <b>52530</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt                             | <b>5/26/2026</b> | <b>Paid Amt: \$193.30</b> |
|                   |                   |              | E 01    | 100 203 032 000 430 | B07V1QY7DV Sticky Notes                       | \$6.99           |                           |
|                   |                   |              | E 01    | 100 203 032 000 430 | B01HAREUK6 markers                            | \$19.99          |                           |
|                   |                   |              | E 01    | 100 203 032 000 430 | B071JM699P pencils                            | \$41.16          |                           |
|                   |                   |              | E 01    | 100 203 032 000 430 | B00UHUJ2QG expo markers                       | \$33.76          |                           |
|                   |                   |              | E 01    | 100 203 032 000 430 | B00006IFHD Black markers                      | \$19.96          |                           |
|                   |                   |              | E 01    | 100 203 000 000 401 | Birchbark House By Louise Erdrich             | \$134.90         |                           |
|                   |                   |              | E 01    | 100 203 032 000 430 | The Indian in the Cupboard by Lynne Reid Bar  | \$5.94           |                           |
|                   |                   |              | E 01    | 100 203 032 000 430 | B08PBV7P9B Propaganda Posters                 | \$15.89          |                           |
|                   |                   |              | E 01    | 100 203 032 000 430 | B01DE12H6G U.S.A. Maps                        | \$5.99           |                           |
|                   |                   |              | E 01    | 100 203 032 000 430 | B009HYKN3O 3 documents                        | \$14.99          |                           |
|                   |                   |              | E 01    | 100 203 000 000 401 | Freight                                       | (\$19.71)        |                           |
|                   |                   |              | E 01    | 100 203 032 000 430 | Freight                                       | (\$24.05)        |                           |
| <b>PO#: 11473</b> | <b>Voucher #:</b> | <b>52531</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt                             | <b>5/26/2026</b> | <b>Paid Amt: \$255.81</b> |
|                   |                   |              | E 04    | 005 582 000 344 430 | Learning Resources Magnetic Addition Machii   | \$21.29          |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | 556 Pcs Lacing Letter Beads Uppercase and     | \$41.99          |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | Melissa & Doug Thirst Quencher Dispenser      | \$42.63          |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | hand2mind Sensory Number Trays                | \$15.99          |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | S&S Worldwide Gator Skin Foam Dodgeballs      | \$196.47         |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | Spooktacular Creations Orange Astronaut Co:   | \$41.99          |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | Pacific Play Tents 20407 Kids Peek-A-Book 6'  | \$35.99          |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | Aleene's Original Tacky Glue Always Ready E   | \$28.00          |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | Darice Wiggle Googly Eyes 300pcs 20mm         | \$0.00           |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | Nuanchu 60 pcs tempera paint cakes 15 colo    | \$65.99          |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | Educational Insights Design & Drill ABCs & 12 | \$20.00          |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | Dan & Darci Rock Collection for Kids 250+     | \$22.99          |                           |
|                   |                   |              | E 04    | 005 582 000 344 430 | 28 pack silicone baking cups 7 colors         | \$6.49           |                           |

# Minneota Public School

## Detail Payment Register By Check

**Check Number: 53277-2147483647    Payment Date: 5/7/2026-6/30/2026    Period: 202601-202612    Void Status: N**

| Bank              | Check No          | Code         | Rcd     | Vendor                               | Pmt/Void Date                                  | Pmt Type                    |
|-------------------|-------------------|--------------|---------|--------------------------------------|--|-----------------------------|
| SBT               | 3034              |              |         | elan Corporate                       |  | Wire                        |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Teacher Created Resources Number STAX          | \$58.56                     |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Joyin Rocket Ship Play Tent Pop up             | \$26.99                     |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Yuanhe Magnetic Bingo Chips Set- 6 colors 6i   | \$43.98                     |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Plus Paper Clinch Compact Staple-Free Stapk    | \$25.98                     |
|                   |                   |              | E 04    | 005 582 000 344 430                  | TQU LCD Writing Tablet for Kids, 8.5 Inch Col  | \$14.99                     |
|                   |                   |              | E 04    | 005 582 000 344 430                  | 56pcs Magnetic Blocks, Transparent cubes       | \$19.99                     |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Huaker Stem Building Toys, 180 pieces          | \$26.67                     |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Uyuxxu 20 pack 4 oz. Boston Squeeze Bottle     | \$9.44                      |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Elmer's White Liquid School Glue, 1 gallon     | \$17.97                     |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Glitter Glue for crafts 24 colors              | \$15.49                     |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Crayola Markers- 12 ct. RED                    | \$8.39                      |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Crayola Washable Paint, Red, 16 oz.            | \$24.76                     |
|                   |                   |              | E 04    | 005 582 000 344 430                  | Officemat Giant Push Pins, 2 tubs of 12        | \$8.99                      |
| <b>PO#: 11478</b> | <b>Voucher #:</b> | <b>52532</b> | Invoice | <b>Invoice No:</b> April/May 26 Stmt | <b>5/26/2026</b>                               | <b>Paid Amt: \$842.02</b>   |
|                   |                   |              | E 01    | 300 260 000 000 430                  | Magnetic Stirrer Hot Plate                     | \$224.95                    |
|                   |                   |              | E 01    | 300 260 000 000 430                  | pH Buffer Calibration Solution 3-Pack: pH 4.00 | \$33.29                     |
|                   |                   |              | E 01    | 300 260 000 000 430                  | Karter Scientific, 3.3 Boro, Griffin Low Form  | \$251.86                    |
|                   |                   |              | E 01    | 300 260 000 000 430                  | EISCO 12PK Heavy Duty Beakers, 100ml           | \$33.49                     |
|                   |                   |              | E 01    | 300 260 000 000 430                  | Heating Mantle Heating Mantle                  | \$56.85                     |
|                   |                   |              | E 01    | 300 260 000 000 430                  | QWORK 500ml Glass 2-Neck Round Bottom F        | \$95.88                     |
|                   |                   |              | E 01    | 300 260 000 000 430                  | Globe Scientific, Diamond RealSeal Polypropy   | \$123.06                    |
|                   |                   |              | E 01    | 300 260 000 000 430                  | 10 Pack Protective Safety Goggle for lab cher  | \$51.98                     |
|                   |                   |              | E 01    | 300 260 000 000 430                  | PartyKindom 10pcs Physics Optics Experimer     | \$45.20                     |
|                   |                   |              | E 01    | 300 260 000 000 430                  | Cole-Parmer Laboratory Glass Erlenmeyer Fla    | \$34.50                     |
|                   |                   |              | E 01    | 300 260 000 000 430                  | 30Pcs Solid Rubber Stoppers 000# - 8# Tape     | \$70.40                     |
|                   |                   |              | E 01    | 300 260 000 000 430                  | EISCO 48PK Test Tubes, 20ml                    | \$64.98                     |
| <b>PO#: 11450</b> | <b>Voucher #:</b> | <b>52533</b> | Invoice | <b>Invoice No:</b> April/May 26 Stmt | <b>5/26/2026</b>                               | <b>Paid Amt: \$1,086.44</b> |
|                   |                   |              | E 01    | 100 420 000 740 401                  | Nespresso                                      | \$665.99                    |
|                   |                   |              | E 01    | 100 412 000 740 433                  | Apron  | \$6.99                      |
|                   |                   |              | E 01    | 100 412 000 740 433                  | Towel  | \$9.88                      |
|                   |                   |              | E 01    | 100 412 000 740 433                  | Drink Caddy                                    | \$33.94                     |
|                   |                   |              | E 01    | 100 412 000 740 433                  | Utility Cart                                   | \$94.98                     |
|                   |                   |              | E 01    | 100 412 000 740 433                  | Frother  | \$9.99                      |
|                   |                   |              | E 01    | 100 412 000 740 433                  | Hot Cup  | \$21.98                     |
|                   |                   |              | E 01    | 100 412 000 740 433                  | Cold Cups                                      | \$25.99                     |
|                   |                   |              | E 01    | 100 412 000 740 433                  | Fraction Wild                                  | \$9.99                      |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647    Payment Date: 5/7/2026-6/30/2026    Period: 202601-202612    Void Status: N

| Bank              | Check No          | Code         | Rcd     | Vendor              | Pmt/Void Date                       | Pmt Type         |                             |
|-------------------|-------------------|--------------|---------|---------------------|-------------------------------------|------------------|-----------------------------|
| SBT               | 3034              |              |         | elan Corporate      |                                     | Wire             |                             |
|                   |                   |              | E 01    | 100 412 000 740 433 | Fraction War                        | \$9.99           |                             |
|                   |                   |              | E 01    | 100 412 000 740 433 | Making Change                       | \$17.99          |                             |
|                   |                   |              | E 01    | 100 412 000 740 433 | Decimal War                         | \$9.99           |                             |
|                   |                   |              | E 01    | 100 412 000 740 433 | Multiplication Splat                | \$14.89          |                             |
|                   |                   |              | E 01    | 100 412 000 740 433 | Coping Skills Set                   | \$26.99          |                             |
|                   |                   |              | E 01    | 100 412 000 740 433 | Fidgets                             | \$19.95          |                             |
|                   |                   |              | E 01    | 100 412 000 740 433 | Worry Stones                        | \$9.99           |                             |
|                   |                   |              | E 01    | 100 412 000 740 433 | Stress Cube                         | \$26.99          |                             |
|                   |                   |              | E 01    | 100 412 000 740 433 | Lava Lamp bulb                      | \$6.58           |                             |
|                   |                   |              | E 01    | 100 412 000 740 433 | Freight                             | \$12.34          |                             |
|                   |                   |              | E 01    | 100 420 000 740 401 | Freight                             | \$23.00          |                             |
| <b>PO#: 11444</b> | <b>Voucher #:</b> | <b>52534</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt                   | <b>5/26/2026</b> | <b>Paid Amt: \$1,058.43</b> |
|                   |                   |              | E 01    | 300 211 000 000 401 | 24 pack blue 2 inch tape            | \$68.39          |                             |
|                   |                   |              | E 01    | 300 211 000 000 401 | 6 piece Copper Plates               | \$191.92         |                             |
|                   |                   |              | E 01    | 300 211 000 000 401 | Freight                             | \$24.39          |                             |
| <b>PO#: 11474</b> | <b>Voucher #:</b> | <b>52535</b> | Invoice | <b>Invoice No:</b>  | April/May 26 Stmt                   | <b>5/26/2026</b> | <b>Paid Amt: \$284.70</b>   |
|                   |                   |              | E 01    | 100 203 021 000 430 | K Dalager Classroom Supplies        | \$61.99          |                             |
|                   |                   |              | E 01    | 100 420 000 740 433 | Pro-Ed SPED Supplies                | \$227.64         |                             |
|                   |                   |              | E 01    | 100 203 028 000 430 | H Webskowski Classroom Supplies     | \$121.22         |                             |
|                   |                   |              | E 01    | 100 203 030 000 430 | J Josephson Classroom Supplies      | \$274.79         |                             |
|                   |                   |              | E 01    | 100 203 023 000 430 | L Damm Classroom Supplies           | \$42.74          |                             |
|                   |                   |              | E 01    | 100 203 000 000 430 | NJ Supplies                         | \$58.23          |                             |
|                   |                   |              | E 01    | 005 257 000 000 401 | Technology Innovation Funds - Panka | \$3,171.82       |                             |
|                   |                   |              | E 01    | 300 250 000 000 430 | L Bot Supplies                      | \$486.83         |                             |
|                   |                   |              | E 01    | 005 640 000 316 366 | Staff Development - All Levels      | \$1,247.16       |                             |
|                   |                   |              | E 04    | 005 580 000 325 401 | ECFE Supplies                       | \$100.35         |                             |
|                   |                   |              | E 04    | 005 582 000 344 430 | School Readiness Supplies           | \$43.24          |                             |
|                   |                   |              | E 01    | 300 292 208 000 366 | State FFA Travel                    | \$3,973.95       |                             |
|                   |                   |              | E 01    | 300 292 207 000 366 | State FCCLA Travel                  | \$90.00          |                             |
|                   |                   |              | E 01    | 300 292 236 035 369 | State Speech Travel & Meals         | \$836.32         |                             |
|                   |                   |              | E 01    | 005 720 000 000 401 | Nurse Membership                    | \$38.75          |                             |
|                   |                   |              | E 01    | 005 110 000 000 401 | Admin Subscriptions                 | \$55.00          |                             |
|                   |                   |              | E 01    | 300 270 000 000 430 | B Jeppesen Supplies                 | \$113.49         |                             |
|                   |                   |              | E 01    | 300 292 209 000 369 | Robotics State Travel               | \$925.35         |                             |
|                   |                   |              | E 01    | 300 211 000 000 401 | A Werner Supplies                   | \$110.12         |                             |
|                   |                   |              | E 01    | 300 230 000 000 430 | Spanish Supplies                    | \$132.95         |                             |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank                 | Check No          | Code         | Rcd                 | Vendor  | Pmt/Void Date    | Pmt Type                     |
|----------------------|-------------------|--------------|---------------------|---|------------------|------------------------------|
| SBT                  | 3034              |              |                     | <b>elan Corporate</b>                           |                  | <b>Wire</b>                  |
|                      |                   | E 01         | 100 412 000 740 433 | C VanKeulen Supplies                            |                  | \$17.99                      |
|                      |                   | E 01         | 300 296 227 000 401 | Volleyball Supplies                             |                  | \$149.99                     |
|                      |                   | E 01         | 005 110 000 000 401 | District Office Supplies                        |                  | \$14.89                      |
|                      |                   | E 01         | 100 790 000 000 369 | Elementary Field Trips                          |                  | \$50.00                      |
|                      |                   | E 01         | 300 341 000 830 433 | Vending Machine - D Moriarty                    |                  | \$206.74                     |
|                      |                   | E 01         | 300 298 000 000 401 | Apple Subscription                              |                  | \$12.74                      |
|                      |                   | E 01         | 005 810 000 000 401 | Custodial Tables                                |                  | \$1,450.49                   |
|                      |                   | E 02         | 005 770 000 701 401 | Kitchen Supplies                                |                  | \$11.79                      |
|                      |                   | E 01         | 300 292 225 000 369 | Golf Supplies                                   |                  | \$474.82                     |
|                      |                   | E 01         | 300 260 000 000 430 | Science Supplies                                |                  | \$435.35                     |
|                      |                   | E 04         | 005 582 000 344 366 | Preschool Field Trip                            |                  | \$396.00                     |
|                      |                   | E 01         | 300 211 000 000 401 | SENIOR CLASS EXPENSES                           |                  | \$285.08                     |
|                      |                   | E 01         | 300 211 000 000 401 | JUNIOR CLASS EXPENSES                           |                  | \$95.55                      |
|                      |                   | E 01         | 005 760 000 720 440 | Fuel  |                  | \$228.66                     |
| <b>PO#:</b>          | <b>Voucher #:</b> | <b>52515</b> | Invoice             | <b>Invoice No:</b> April/May 26 Stmt            | <b>5/26/2026</b> | <b>Paid Amt: \$15,942.03</b> |
|                      |                   | B 02         | 131 000             | Food Service Staff Development                  |                  | \$704.00                     |
| <b>PO#:</b>          | <b>Voucher #:</b> | <b>52516</b> | Invoice             | <b>Invoice No:</b> April/May 26 Stmt            | <b>5/26/2026</b> | <b>Paid Amt: \$704.00</b>    |
| <b>Check Amount:</b> |                   |              |                     |   |                  | <b>\$24,799.26</b>           |
| SBT                  | 01175             |              |                     | <b>MINN. ELEVATOR SERVICE, INC.</b>             |                  | <b>Wire</b>                  |
|                      |                   | E 01         | 005 865 000 347 305 | February Monthly Service                        |                  | \$219.43                     |
| <b>PO#:</b>          | <b>Voucher #:</b> | <b>51898</b> | Invoice             | <b>Invoice No:</b> 1171204                      | <b>5/26/2026</b> | <b>Paid Amt: \$219.43</b>    |
|                      |                   | E 01         | 005 865 000 347 305 | Lost Check - Fee                                |                  | \$6.58                       |
| <b>PO#:</b>          | <b>Voucher #:</b> | <b>52540</b> | Invoice             | <b>Invoice No:</b> Lt CK Fee                    | <b>5/26/2026</b> | <b>Paid Amt: \$6.58</b>      |
| <b>Check Amount:</b> |                   |              |                     |   |                  | <b>\$226.01</b>              |
| SBT                  | 3034              |              |                     | <b>elan Corporate</b>                           |                  | <b>Wire</b>                  |
|                      |                   | E 01         | 300 420 000 740 433 | Adams Time Cards, Weekly, 2-Sided, Overtim      |                  | \$10.22                      |
| <b>PO#:</b> 11475    | <b>Voucher #:</b> | <b>52561</b> | Invoice             | <b>Invoice No:</b> April/May 2026 Stmt          | <b>6/1/2026</b>  | <b>Paid Amt: \$10.22</b>     |
|                      |                   | E 01         | 300 408 000 740 433 | Wanfu Metal Storage Cabinet, 36" H Locking      |                  | \$113.99                     |
| <b>PO#:</b> 11477    | <b>Voucher #:</b> | <b>52562</b> | Invoice             | <b>Invoice No:</b> April/May 2026 Stmt          | <b>6/1/2026</b>  | <b>Paid Amt: \$113.99</b>    |
|                      |                   | E 01         | 300 211 000 795 406 | YoloBox Ultra                                   |                  | \$1,398.00                   |
|                      |                   | E 01         | 300 211 000 795 406 | ULANZI Super Clamp Camera Clamp Mount           |                  | \$19.95                      |
|                      |                   | E 01         | 300 211 000 795 406 | Dell 24in Monitor                               |                  | \$519.96                     |
|                      |                   | E 01         | 300 211 000 795 406 | Sony Microphone ECM-XM1, 154274912, XLR         |                  | \$199.88                     |
|                      |                   | E 01         | 300 211 000 795 406 | Ultra Clarity Cables Cat 6 Ethernet Cable 15 Ft |                  | \$29.77                      |
|                      |                   | E 01         | 300 211 000 795 406 | 7ft White Cat 6 cables                          |                  | \$78.07                      |
|                      |                   | E 01         | 300 211 000 795 406 | 25 Ft Cat6 Cables - Blue - 24 Pack              |                  | \$192.04                     |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank       | Check No   | Code  | Rcd     | Vendor              | Pmt/Void Date                                   | Pmt Type   |           |             |
|------------|------------|-------|---------|---------------------|---|------------|-----------|-------------|
| SBT        | 3034       |       |         | elan Corporate      |   | Wire       |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Dell Soundbar                                   | \$118.71   |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Conference Speakerphone                         | \$104.48   |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Remarkable 2                                    | \$4,674.00 |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Desktop Speakers (Tara, Devann, Heather, N      | \$539.19   |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Chromebook Privacy Screens (For Paras)          | \$209.90   |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | 15.6" Laptop Screen Extender                    | \$259.99   |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Heavy Duty Power Strips - 12ft (2 pack)         | \$67.98    |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Heavy Duty Power Strips - 5ft (2 pack)          | \$103.44   |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Extra Dell Chargers - 65W                       | \$93.85    |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Label Maker - Brother brand                     | \$154.99   |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Labels for label maker                          | \$28.88    |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Bins for cables - TidyFriend Stackable          | \$67.98    |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Sterilite Wide Shelf Bin with Handles - wide (€ | \$41.99    |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Sterilite medium Shelf Bin with Handles         | \$37.99    |           |             |
|            |            |       | E 01    | 300 211 000 795 406 | Narrow Sterilite Shelf Bin with Handles         | \$33.99    |           |             |
|            |            |       | E 01    | 005 257 000 000 455 | DS1825+ Disk Station                            | \$1,149.99 |           |             |
|            |            |       | E 01    | 005 257 000 000 455 | 8TB Drives                                      | \$999.96   |           |             |
|            |            |       | E 01    | 005 257 000 000 455 | 16GB RAM  | \$307.18   |           |             |
|            |            |       | E 06    | 005 850 000 000 406 | Certified EdTech Leadership: The key to grow    | \$28.99    |           |             |
|            |            |       | E 01    | 005 257 000 000 401 | YoloBox Case                                    | \$84.08    |           |             |
|            |            |       | E 06    | 005 850 000 000 405 | reMarkable Paper Pro                            | \$799.00   |           |             |
|            |            |       | E 06    | 005 850 000 000 401 | reMarkable Paper Pro Case                       | \$23.05    |           |             |
|            |            |       | E 06    | 005 850 000 000 455 | Washi Tape - 10mm                               | \$17.98    |           |             |
|            |            |       | E 06    | 005 850 000 000 455 | Washi Tape - 15mm                               | \$13.98    |           |             |
|            |            |       | E 06    | 005 850 000 000 455 | Technology Supplies                             | \$549.56   |           |             |
| PO#: 11489 | Voucher #: | 52563 | Invoice | Invoice No:         | April/May 2026 Stmt                             | 6/1/2026   | Paid Amt: | \$12,948.80 |
|            |            |       | B 01    | 131 000             | Food Service Staff Development                  | \$700.00   |           |             |
| PO#:       | Voucher #: | 52564 | Invoice | Invoice No:         | April/May 2026 Stmt                             | 6/1/2026   | Paid Amt: | \$700.00    |
|            |            |       | E 01    | 100 203 025 000 430 | S Buysse Classroom Supplies                     | \$29.94    |           |             |
|            |            |       | E 01    | 100 203 033 000 430 | K Buysse Classroom Supplies                     | \$12.50    |           |             |
|            |            |       | E 01    | 100 203 000 000 430 | Elementary Workroom Supplies                    | \$170.96   |           |             |
|            |            |       | E 01    | 005 810 000 000 401 | S Domeier Whiteboard Replacement                | \$206.90   |           |             |
|            |            |       | E 01    | 005 640 000 316 366 | Staff Development - All Levels                  | \$434.63   |           |             |
|            |            |       | E 01    | 005 108 000 795 405 | Everyday Speech Subscription                    | \$399.99   |           |             |
|            |            |       | E 01    | 100 790 000 000 369 | AR/MCA Field Trips                              | \$1,702.03 |           |             |
|            |            |       | E 01    | 300 298 000 000 305 | Trap Team Fee - General Fund                    | \$2,300.00 |           |             |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank              | Check No          | Code         | Rcd                 | Vendor                                      | Pmt/Void Date    | Pmt Type                         |
|-------------------|-------------------|--------------|---------------------|---|------------------|----------------------------------|
| SBT               | 3034              |              |                     | <b>elan Corporate</b>                       |                  | <b>Wire</b>                      |
|                   |                   | E 01         | 300 341 000 830 433 | Vending Machine - DM                        |                  | \$32.47                          |
|                   |                   | E 06         | 005 850 000 000 555 | Buffer Device                               |                  | \$360.00                         |
|                   |                   | E 04         | 005 505 283 321 401 | Driver's Education Manuals                  |                  | \$819.08                         |
|                   |                   | E 01         | 300 211 000 000 401 | Academics Awards Supplies                   |                  | \$76.92                          |
|                   |                   | E 01         | 300 211 000 000 401 | Senior Class - Flowers, Meals               |                  | \$1,379.27                       |
|                   |                   | E 01         | 005 865 000 347 305 | Minn Elevator Invoice                       |                  | \$226.01                         |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52559</b> | Invoice             | <b>Invoice No:</b> April/May 2026 Stmt      | <b>6/1/2026</b>  | <b>Paid Amt: \$8,150.70</b>      |
|                   |                   | E 01         | 300 260 000 000 430 | HAYEAR 4K Digital Microscope Camera with II |                  | \$199.00                         |
|                   |                   | E 01         | 300 260 000 000 430 | AmScope T490B Compound Trinocular Micros    |                  | \$400.70                         |
|                   |                   | E 01         | 300 260 000 000 430 | Newtons Cradle                              |                  | \$24.99                          |
|                   |                   | E 01         | 300 260 000 000 430 | Magnetic Field Viewer                       |                  | \$37.95                          |
|                   |                   | E 01         | 300 260 000 000 430 | Bushnell Velocity Speed Gun                 |                  | \$149.99                         |
|                   |                   | E 01         | 300 260 000 000 430 | Prism 2 Pack                                |                  | \$95.92                          |
| <b>PO#: 11469</b> | <b>Voucher #:</b> | <b>52560</b> | Invoice             | <b>Invoice No:</b> April/May 2026 Stmt      | <b>6/1/2026</b>  | <b>Paid Amt: \$908.55</b>        |
|                   |                   |              |                     |   |                  | <b>Check Amount: \$22,832.26</b> |
| SBT               | 00127             |              |                     | <b>COMMISSIONER OF REVENUE</b>              |                  | <b>Wire</b>                      |
|                   |                   | B 01         | 215 013             | ST TAX                                      |                  | \$7,672.57                       |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52609</b> | Invoice             | <b>Invoice No:</b> S2026230                 | <b>6/10/2026</b> | <b>Paid Amt: \$7,672.57</b>      |
|                   |                   |              |                     |   |                  | <b>Check Amount: \$7,672.57</b>  |
| SBT               | 00594             |              |                     | <b>PUBLIC EMPLOYEES RETIREMENT</b>          |                  | <b>Wire</b>                      |
|                   |                   | B 01         | 215 017             | PERA  |                  | \$4,569.77                       |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52610</b> | Invoice             | <b>Invoice No:</b> S2026230                 | <b>6/10/2026</b> | <b>Paid Amt: \$4,569.77</b>      |
|                   |                   |              |                     |   |                  | <b>Check Amount: \$4,569.77</b>  |
| SBT               | 00710             |              |                     | <b>TEACHERS RETIREMENT</b>                  |                  | <b>Wire</b>                      |
|                   |                   | B 01         | 215 018             | TRA   |                  | \$31,493.80                      |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52612</b> | Invoice             | <b>Invoice No:</b> S2026230                 | <b>6/10/2026</b> | <b>Paid Amt: \$31,493.80</b>     |
|                   |                   |              |                     |   |                  | <b>Check Amount: \$31,493.80</b> |
| SBT               | 2313              |              |                     | <b>Educators Benefit Consultants</b>        |                  | <b>Wire</b>                      |
|                   |                   | 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                         |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52605</b> | Invoice             | <b>Invoice No:</b> S2026230                 | <b>6/10/2026</b> | <b>Paid Amt: \$3,536.05</b>      |
|                   |                   |              |                     |   |                  | <b>Check Amount: \$3,536.05</b>  |
| SBT               | 3017              |              |                     | <b>EFTPS</b>                                |                  | <b>Wire</b>                      |
|                   |                   | B 01         | 215 010             | FICA/MD                                     |                  | \$31,116.78                      |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                                    | Pmt/Void Date              | Pmt Type      |             |  |
|------|------------|-------|---------|---|----------------------------|---------------|-------------|--|
| SBT  | 3017       |       |         | EFTPS                                     |                            | Wire          |             |  |
|      |            |       |         | B 01 215 011                              | FED TAX                    |               | \$13,060.14 |  |
| PO#: | Voucher #: | 52607 | Invoice | Invoice No: S2026230                      | 6/10/2026                  | Paid Amt:     | \$44,176.92 |  |
|      |            |       |         |   |                            | Check Amount: | \$44,176.92 |  |
| SBT  | 3022       |       |         | Common Remitter                           |                            | Wire          |             |  |
|      |            |       |         | B 01 215 005                              | PAYANNU                    |               | \$5,354.09  |  |
| PO#: | Voucher #: | 52613 | Invoice | Invoice No: S2026230                      | 6/10/2026                  | Paid Amt:     | \$5,354.09  |  |
|      |            |       |         | B 01 215 005                              | PAYANNU                    |               | \$123.94    |  |
| PO#: | Voucher #: | 52611 | Invoice | Invoice No: S2026230                      | 6/10/2026                  | Paid Amt:     | \$123.94    |  |
|      |            |       |         | B 01 215 005                              | PAYANNU                    |               | \$687.29    |  |
| PO#: | Voucher #: | 52606 | Invoice | Invoice No: S2026230                      | 6/10/2026                  | Paid Amt:     | \$687.29    |  |
|      |            |       |         |   |                            | Check Amount: | \$6,165.32  |  |
| SBT  | 53277      | 01568 |         | Minneota Education Minnesota Organization |                            | Check         |             |  |
|      |            |       |         | B 01 215 028                              | DUES                       |               | \$1,299.02  |  |
| PO#: | Voucher #: | 52414 | Invoice | Invoice No: S2026210                      | 5/8/2026                   | Paid Amt:     | \$1,299.02  |  |
|      |            |       |         |   |                            | Check Amount: | \$1,299.02  |  |
| SBT  | 53278      | 4255  |         | ACTION COMPANY LLC                        |                            | Check         |             |  |
|      |            |       |         | E 01 005 810 191 000 350                  | Irrigation Spring Start Up |               | \$450.00    |  |
|      |            |       |         | E 01 005 810 191 000 350                  | Irrigation Repair - Labor  |               | \$55.00     |  |
| PO#: | Voucher #: | 52435 | Invoice | Invoice No: 10197                         | 5/12/2026                  | Paid Amt:     | \$505.00    |  |
|      |            |       |         |   |                            | Check Amount: | \$505.00    |  |
| SBT  | 53279      | 4718  |         | Amy Blom                                  |                            | Check         |             |  |
|      |            |       |         | E 01 300 292 236 035 305                  | Section Speech Judge       |               | \$226.70    |  |
| PO#: | Voucher #: | 52443 | Invoice | Invoice No: Section Speech Mt             | 5/12/2026                  | Paid Amt:     | \$226.70    |  |
|      |            |       |         |   |                            | Check Amount: | \$226.70    |  |
| SBT  | 53280      | 01730 |         | BENSON HIGH SCHOOL                        |                            | Check         |             |  |
|      |            |       |         | E 01 300 292 225 000 369                  | 5/13 Golf Invite           |               | \$300.00    |  |
| PO#: | Voucher #: | 52427 | Invoice | Invoice No: 5/13 Golf                     | 5/12/2026                  | Paid Amt:     | \$300.00    |  |
|      |            |       |         |   |                            | Check Amount: | \$300.00    |  |
| SBT  | 53281      | 4727  |         | Bessie Skalicky                           |                            | Check         |             |  |
|      |            |       |         | E 01 300 292 236 035 305                  | Section Speech Judge       |               | \$183.20    |  |
| PO#: | Voucher #: | 52452 | Invoice | Invoice No: Section Speech Judge          | 5/12/2026                  | Paid Amt:     | \$183.20    |  |
|      |            |       |         |   |                            | Check Amount: | \$183.20    |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                              | Pmt/Void Date                         | Pmt Type         |                      |                   |
|-------------|-------------------|--------------|---------|-------------------------------------|---------------------------------------|------------------|----------------------|-------------------|
| SBT         | 53282             | 3324         |         | <b>BLAIR MILLER</b>                 |                                       | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 294 215 000 305                 | 5/12 Baseball Official                | \$130.00         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52420</b> | Invoice | <b>Invoice No:</b>                  | 5/12 Baseball                         | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$130.00</b>   |
|             |                   |              |         |                                     |                                       |                  | <b>Check Amount:</b> | <b>\$130.00</b>   |
| SBT         | 53283             | 3897         |         | <b>BRITNEY LATZIG</b>               |                                       | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305                 | Section Speech Judge                  | \$306.45         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52454</b> | Invoice | <b>Invoice No:</b>                  | Section Speech Judge                  | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$306.45</b>   |
|             |                   |              |         |                                     |                                       |                  | <b>Check Amount:</b> | <b>\$306.45</b>   |
| SBT         | 53284             | 00085        |         | <b>BUYSSE ROOFING</b>               |                                       | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 005 865 000 383 350                 | Stage Area - Outside Door Leak        | \$489.00         |                      |                   |
|             |                   |              | E 01    | 005 865 000 383 350                 | Air Vent - Bringing in Water          | \$300.00         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52431</b> | Invoice | <b>Invoice No:</b>                  | 26-015                                | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$789.00</b>   |
|             |                   |              |         |                                     |                                       |                  | <b>Check Amount:</b> | <b>\$789.00</b>   |
| SBT         | 53285             | 4738         |         | <b>Carol Purrington</b>             |                                       | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305                 | Section Speech Judge                  | \$183.20         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52466</b> | Invoice | <b>Invoice No:</b>                  | Section Speech Judge                  | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$183.20</b>   |
|             |                   |              |         |                                     |                                       |                  | <b>Check Amount:</b> | <b>\$183.20</b>   |
| SBT         | 53286             | 4721         |         | <b>Cheryl Neidt</b>                 |                                       | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305                 | Section Speech Judge                  | \$254.25         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52446</b> | Invoice | <b>Invoice No:</b>                  | Section Speech Judge                  | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$254.25</b>   |
|             |                   |              |         |                                     |                                       |                  | <b>Check Amount:</b> | <b>\$254.25</b>   |
| SBT         | 53287             | 4099         |         | <b>Cole Papers Inc</b>              |                                       | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 005 810 000 000 401                 | Betco Fastdraw Ultra Floor Cleaner    | \$592.25         |                      |                   |
|             |                   |              | E 01    | 005 810 000 000 401                 | Betco Fastdraw Speedex Duty Degreaser | \$136.40         |                      |                   |
|             |                   |              | E 01    | 005 810 000 000 401                 | Summit Wet Dry Vac                    | \$969.59         |                      |                   |
|             |                   |              | E 01    | 005 810 000 000 401                 | Pro Floor Machine                     | \$1,066.65       |                      |                   |
|             |                   |              | E 01    | 005 810 000 000 401                 | Fresh Ocean Mist                      | \$58.04          |                      |                   |
|             |                   |              | E 01    | 005 810 000 000 401                 | Scott Essential Ocean mist            | \$63.89          |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52469</b> | Invoice | <b>Invoice No:</b>                  | 10718353                              | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$2,886.82</b> |
|             |                   |              |         |                                     |                                       |                  | <b>Check Amount:</b> | <b>\$2,886.82</b> |
| SBT         | 53288             | 4208         |         | <b>COORDINATED BUSINESS SYSTEMS</b> |                                       | <b>Check</b>     |                      |                   |
|             |                   |              | E 06    | 005 850 000 000 555                 | HP M406dn - Check Printer             | \$749.00         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52429</b> | Invoice | <b>Invoice No:</b>                  | INV539073                             | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$749.00</b>   |
|             |                   |              |         |                                     |                                       |                  | <b>Check Amount:</b> | <b>\$749.00</b>   |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank              | Check No          | Code         | Rcd     | Vendor                            | Pmt/Void Date                     | Pmt Type         |                      |                 |
|-------------------|-------------------|--------------|---------|-----------------------------------|-----------------------------------|------------------|----------------------|-----------------|
| SBT               | 53289             | 4734         |         | <b>Doug Smith</b>                 |                                   | <b>Check</b>     |                      |                 |
|                   |                   |              | E 01    | 300 292 236 035 305               | Section Speech Judge              | \$338.35         |                      |                 |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52461</b> | Invoice | <b>Invoice No:</b>                | Section Speech Judge              | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$338.35</b> |
|                   |                   |              |         |                                   |                                   |                  | <b>Check Amount:</b> | <b>\$338.35</b> |
| SBT               | 53290             | 4725         |         | <b>Dustin Boyum</b>               |                                   | <b>Check</b>     |                      |                 |
|                   |                   |              | E 01    | 300 292 236 035 305               | Section Speech Judge              | \$229.60         |                      |                 |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52450</b> | Invoice | <b>Invoice No:</b>                | Section Speech Judge              | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$229.60</b> |
|                   |                   |              |         |                                   |                                   |                  | <b>Check Amount:</b> | <b>\$229.60</b> |
| SBT               | 53291             | 4732         |         | <b>Erin Makela</b>                |                                   | <b>Check</b>     |                      |                 |
|                   |                   |              | E 01    | 300 292 236 035 305               | Section Speech Judge              | \$267.30         |                      |                 |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52459</b> | Invoice | <b>Invoice No:</b>                | Section Speech Judge              | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$267.30</b> |
|                   |                   |              |         |                                   |                                   |                  | <b>Check Amount:</b> | <b>\$267.30</b> |
| SBT               | 53292             | 4731         |         | <b>Evan Buckingham</b>            |                                   | <b>Check</b>     |                      |                 |
|                   |                   |              | E 01    | 300 292 236 035 305               | Section Speech Judge              | \$338.35         |                      |                 |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52458</b> | Invoice | <b>Invoice No:</b>                | Section Speech Judge              | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$338.35</b> |
|                   |                   |              |         |                                   |                                   |                  | <b>Check Amount:</b> | <b>\$338.35</b> |
| SBT               | 53293             | 2264         |         | <b>Gopher</b>                     |                                   | <b>Check</b>     |                      |                 |
|                   |                   |              | E 01    | 100 240 000 000 430               | GP56-099 Now Net Instant Net set  | \$54.95          |                      |                 |
|                   |                   |              | E 01    | 100 240 000 000 430               | GP93-018 28" Cones set of 6       | \$165.00         |                      |                 |
|                   |                   |              | E 01    | 100 240 000 000 430               | GR50-029 Rubber Chickens set of 6 | \$59.95          |                      |                 |
|                   |                   |              | E 01    | 100 240 000 000 430               | Freight                           | \$45.16          |                      |                 |
| <b>PO#:</b> 11464 | <b>Voucher #:</b> | <b>52439</b> | Invoice | <b>Invoice No:</b>                | IN514402                          | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$325.06</b> |
|                   |                   |              |         |                                   |                                   |                  | <b>Check Amount:</b> | <b>\$325.06</b> |
| SBT               | 53294             | 4374         |         | <b>Granite Telecommunications</b> |                                   | <b>Check</b>     |                      |                 |
|                   |                   |              | E 01    | 005 810 000 000 320               | Monthly Useage Statement          | \$173.99         |                      |                 |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52434</b> | Invoice | <b>Invoice No:</b>                | 743831414                         | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$173.99</b> |
|                   |                   |              |         |                                   |                                   |                  | <b>Check Amount:</b> | <b>\$173.99</b> |
| SBT               | 53295             | 3313         |         | <b>GRANT WILL</b>                 |                                   | <b>Check</b>     |                      |                 |
|                   |                   |              | E 01    | 300 294 215 000 305               | 5/14 Baseball Official            | \$250.00         |                      |                 |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52425</b> | Invoice | <b>Invoice No:</b>                | 5/14 Baseball                     | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$250.00</b> |
|                   |                   |              |         |                                   |                                   |                  | <b>Check Amount:</b> | <b>\$250.00</b> |
| SBT               | 53296             | 4697         |         | <b>Heather Penske</b>             |                                   | <b>Check</b>     |                      |                 |
|                   |                   |              | E 01    | 300 296 228 000 305               | 5/12 Softball Official            | \$130.00         |                      |                 |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52422</b> | Invoice | <b>Invoice No:</b>                | 5/12 Softball                     | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$130.00</b> |
|                   |                   |              |         |                                   |                                   |                  | <b>Check Amount:</b> | <b>\$130.00</b> |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                      | Pmt/Void Date            | Pmt Type         |                      |                   |
|-------------|-------------------|--------------|---------|-----------------------------|--------------------------|------------------|----------------------|-------------------|
| SBT         | 53297             | 4737         |         | <b>Janell Boyum</b>         |                          | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305         | Section Speech Judge     | \$241.20         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52465</b> | Invoice | <b>Invoice No:</b>          | Section Speech Judge     | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$241.20</b>   |
|             |                   |              |         |                             |                          |                  | <b>Check Amount:</b> | <b>\$241.20</b>   |
| SBT         | 53298             | 4720         |         | <b>Jason Olson</b>          |                          | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305         | Section Speech Judge     | \$306.45         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52445</b> | Invoice | <b>Invoice No:</b>          | Section Speech Judge     | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$306.45</b>   |
|             |                   |              |         |                             |                          |                  | <b>Check Amount:</b> | <b>\$306.45</b>   |
| SBT         | 53299             | 4719         |         | <b>Jennelle Zarn</b>        |                          | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305         | Section Speech Judge     | \$323.85         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52444</b> | Invoice | <b>Invoice No:</b>          | Section Speech Judge     | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$323.85</b>   |
|             |                   |              |         |                             |                          |                  | <b>Check Amount:</b> | <b>\$323.85</b>   |
| SBT         | 53300             | 01355        |         | <b>JMC COMPUTER SERVICE</b> |                          | <b>Check</b>     |                      |                   |
|             |                   |              | B 02    | 131 000                     | Lunch Maintenance FY2027 | \$809.98         |                      |                   |
|             |                   |              | B 01    | 131 000                     | JMC Portal FY2027        | \$3,662.18       |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52442</b> | Invoice | <b>Invoice No:</b>          | 4079                     | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$4,472.16</b> |
|             |                   |              |         |                             |                          |                  | <b>Check Amount:</b> | <b>\$4,472.16</b> |
| SBT         | 53301             | 01355        |         | <b>JMC COMPUTER SERVICE</b> |                          | <b>Check</b>     |                      |                   |
|             |                   |              | B 02    | 131 000                     | Lunch Maintenance FY2027 | \$813.00         |                      |                   |
|             |                   |              | B 01    | 131 000                     | JMC System FY2027        | \$3,323.00       |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52441</b> | Invoice | <b>Invoice No:</b>          | 4078                     | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$4,136.00</b> |
|             |                   |              |         |                             |                          |                  | <b>Check Amount:</b> | <b>\$4,136.00</b> |
| SBT         | 53302             | 4728         |         | <b>John Kleinwolterink</b>  |                          | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305         | Section Speech Judge     | \$287.60         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52453</b> | Invoice | <b>Invoice No:</b>          | Section Speech Judge     | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$287.60</b>   |
|             |                   |              |         |                             |                          |                  | <b>Check Amount:</b> | <b>\$287.60</b>   |
| SBT         | 53303             | 4341         |         | <b>Kari Loft</b>            |                          | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 296 228 000 305         | 5/12 Softball Official   | \$130.00         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52423</b> | Invoice | <b>Invoice No:</b>          | 5/12 Softball            | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$130.00</b>   |
|             |                   |              |         |                             |                          |                  | <b>Check Amount:</b> | <b>\$130.00</b>   |
| SBT         | 53304             | 4723         |         | <b>Karyn Clemons</b>        |                          | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305         | Section Speech Judge     | \$294.85         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52448</b> | Invoice | <b>Invoice No:</b>          | Section Speech Judge     | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$294.85</b>   |
|             |                   |              |         |                             |                          |                  | <b>Check Amount:</b> | <b>\$294.85</b>   |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                              | Pmt/Void Date          | Pmt Type         |                      |                   |
|-------------|-------------------|--------------|---------|-------------------------------------|------------------------|------------------|----------------------|-------------------|
| SBT         | 53305             | 4224         |         | <b>KATIE WALERIUS</b>               |                        | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305                 | Section Speech Judge   | \$160.00         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52462</b> | Invoice | <b>Invoice No:</b>                  | Section Speech Judge   | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$160.00</b>   |
|             |                   |              |         |                                     |                        |                  | <b>Check Amount:</b> | <b>\$160.00</b>   |
| SBT         | 53306             | 4729         |         | <b>Kim Graczyk</b>                  |                        | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305                 | Section Speech Judge   | \$338.35         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52456</b> | Invoice | <b>Invoice No:</b>                  | Section Speech Judge   | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$338.35</b>   |
|             |                   |              |         |                                     |                        |                  | <b>Check Amount:</b> | <b>\$338.35</b>   |
| SBT         | 53307             | 4735         |         | <b>Lisa Letcher</b>                 |                        | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305                 | Section Speech Judge   | \$258.60         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52463</b> | Invoice | <b>Invoice No:</b>                  | Section Speech Judge   | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$258.60</b>   |
|             |                   |              |         |                                     |                        |                  | <b>Check Amount:</b> | <b>\$258.60</b>   |
| SBT         | 53308             | 4724         |         | <b>Mark Fokken</b>                  |                        | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305                 | Section Speech Judge   | \$183.20         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52449</b> | Invoice | <b>Invoice No:</b>                  | Section Speech Judge   | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$183.20</b>   |
|             |                   |              |         |                                     |                        |                  | <b>Check Amount:</b> | <b>\$183.20</b>   |
| SBT         | 53309             | 4722         |         | <b>Megan Heller</b>                 |                        | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305                 | Section Speech Judge   | \$305.80         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52447</b> | Invoice | <b>Invoice No:</b>                  | Section Speech Judge   | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$305.80</b>   |
|             |                   |              |         |                                     |                        |                  | <b>Check Amount:</b> | <b>\$305.80</b>   |
| SBT         | 53310             | 4340         |         | <b>Mike Felcyn</b>                  |                        | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 296 228 000 305                 | 5/12 Baseball Official | \$130.00         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52421</b> | Invoice | <b>Invoice No:</b>                  | 5/12 Baseball          | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$130.00</b>   |
|             |                   |              |         |                                     |                        |                  | <b>Check Amount:</b> | <b>\$130.00</b>   |
| SBT         | 53311             | 4340         |         | <b>Mike Felcyn</b>                  |                        | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 294 215 000 305                 | 5/14 Baseball Official | \$250.00         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52426</b> | Invoice | <b>Invoice No:</b>                  | 5/14 Baseball          | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$250.00</b>   |
|             |                   |              |         |                                     |                        |                  | <b>Check Amount:</b> | <b>\$250.00</b>   |
| SBT         | 53312             | 4733         |         | <b>Mike Van Keulen</b>              |                        | <b>Check</b>     |                      |                   |
|             |                   |              | E 01    | 300 292 236 035 305                 | Section Speech Judge   | \$168.70         |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52460</b> | Invoice | <b>Invoice No:</b>                  | Section Speech Judge   | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$168.70</b>   |
|             |                   |              |         |                                     |                        |                  | <b>Check Amount:</b> | <b>\$168.70</b>   |
| SBT         | 53313             | 4489         |         | <b>Minneota Dollar for Scholars</b> |                        | <b>Check</b>     |                      |                   |
|             |                   |              | R 01    | 005 000 021 000 099                 | Red Cross Scholarship  | \$1,000.00       |                      |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52428</b> | Invoice | <b>Invoice No:</b>                  | Red Cross Scholarshi   | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$1,000.00</b> |
|             |                   |              |         |                                     |                        |                  | <b>Check Amount:</b> | <b>\$1,000.00</b> |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                                  | Pmt/Void Date                | Pmt Type             |                   |  |
|-------------|-------------------|--------------|---------|---|------------------------------|----------------------|-------------------|--|
| SBT         | 53314             | 00484        |         | <b>MN STATE HIGHSCHOOL LEAGUE</b>       |                              | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 300 292 236 035 305                     | MSHSL State Speech Entry Fee | \$80.00              |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52432</b> | Invoice | <b>Invoice No:</b> 044516               | <b>5/12/2026</b>             | <b>Paid Amt:</b>     | <b>\$80.00</b>    |  |
|             |                   |              |         |   |                              | <b>Check Amount:</b> | <b>\$80.00</b>    |  |
| SBT         | 53315             | 4468         |         | <b>Nick Dunn</b>                        |                              | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 300 292 236 035 305                     | Section Speech Judge         | \$183.20             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52455</b> | Invoice | <b>Invoice No:</b> Section Speech Judge | <b>5/12/2026</b>             | <b>Paid Amt:</b>     | <b>\$183.20</b>   |  |
|             |                   |              |         |   |                              | <b>Check Amount:</b> | <b>\$183.20</b>   |  |
| SBT         | 53316             | 00560        |         | <b>OTTERTAIL POWER CO</b>               |                              | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 005 810 184 000 330                     | School Building Electricity  | \$5,574.74           |                   |  |
|             |                   |              | E 01    | 005 810 192 000 330                     | Ballfield Electricity        | \$252.36             |                   |  |
|             |                   |              | E 01    | 005 810 192 000 330                     | Liftpump Electricity         | \$32.48              |                   |  |
|             |                   |              | E 01    | 005 810 192 000 330                     | Garage Electricity           | \$27.10              |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52436</b> | Invoice | <b>Invoice No:</b> 4/30/26 Stmt         | <b>5/12/2026</b>             | <b>Paid Amt:</b>     | <b>\$5,886.68</b> |  |
|             |                   |              |         |   |                              | <b>Check Amount:</b> | <b>\$5,886.68</b> |  |
| SBT         | 53317             | 4726         |         | <b>Paula Herrig</b>                     |                              | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 300 292 236 035 305                     | Section Speech Judge         | \$231.05             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52451</b> | Invoice | <b>Invoice No:</b> Section Speech Judge | <b>5/12/2026</b>             | <b>Paid Amt:</b>     | <b>\$231.05</b>   |  |
|             |                   |              |         |   |                              | <b>Check Amount:</b> | <b>\$231.05</b>   |  |
| SBT         | 53318             | 4018         |         | <b>PEMBERTON LAW, P.L.L.P</b>           |                              | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 005 010 000 000 305                     | Professional Services        | \$3,443.00           |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52468</b> | Invoice | <b>Invoice No:</b> 69                   | <b>5/12/2026</b>             | <b>Paid Amt:</b>     | <b>\$3,443.00</b> |  |
|             |                   |              | E 01    | 005 010 000 000 305                     | Professional Services        | \$565.00             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52467</b> | Invoice | <b>Invoice No:</b> 68                   | <b>5/12/2026</b>             | <b>Paid Amt:</b>     | <b>\$565.00</b>   |  |
|             |                   |              |         |   |                              | <b>Check Amount:</b> | <b>\$4,008.00</b> |  |
| SBT         | 53319             | 4717         |         | <b>Roz Oye</b>                          |                              | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 300 296 228 000 305                     | 5/12 Softball Official       | \$130.00             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52424</b> | Invoice | <b>Invoice No:</b> 5/12 Softball        | <b>5/12/2026</b>             | <b>Paid Amt:</b>     | <b>\$130.00</b>   |  |
|             |                   |              |         |   |                              | <b>Check Amount:</b> | <b>\$130.00</b>   |  |
| SBT         | 53320             | 1020         |         | <b>RUNNINGS</b>                         |                              | <b>Check</b>         |                   |  |
|             |                   |              | E 04    | 005 505 290 321 401                     | Tote for Trap Team           | \$10.73              |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52433</b> | Invoice | <b>Invoice No:</b> 0001-6229325         | <b>5/12/2026</b>             | <b>Paid Amt:</b>     | <b>\$10.73</b>    |  |
|             |                   |              |         |   |                              | <b>Check Amount:</b> | <b>\$10.73</b>    |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                             | Pmt/Void Date                        | Pmt Type         |                      |                    |
|-------------|-------------------|--------------|---------|------------------------------------|--------------------------------------|------------------|----------------------|--------------------|
| SBT         | 53321             | 4736         |         | <b>Sara Wiertzema</b>              |                                      | <b>Check</b>     |                      |                    |
|             |                   |              | E 01    | 300 292 236 035 305                | Section Speech Judge                 |                  | \$267.30             |                    |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52464</b> | Invoice | <b>Invoice No:</b>                 | Section Speech Judge                 | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$267.30</b>    |
|             |                   |              |         |                                    |                                      |                  | <b>Check Amount:</b> | <b>\$267.30</b>    |
| SBT         | 53322             | 4730         |         | <b>Sarah Gieseke</b>               |                                      | <b>Check</b>     |                      |                    |
|             |                   |              | E 01    | 300 292 236 035 305                | Section Speech Judge                 |                  | \$316.60             |                    |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52457</b> | Invoice | <b>Invoice No:</b>                 | Section Speech Judge                 | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$316.60</b>    |
|             |                   |              |         |                                    |                                      |                  | <b>Check Amount:</b> | <b>\$316.60</b>    |
| SBT         | 53323             | 00211        |         | <b>SW/WC SERVICE COOPERATIVES</b>  |                                      | <b>Check</b>     |                      |                    |
|             |                   |              | E 01    | 005 110 000 000 305                | ACA Submission                       |                  | \$655.00             |                    |
|             |                   |              | E 01    | 005 110 000 000 305                | Sentinel One - Year 1 of 3           |                  | \$453.66             |                    |
|             |                   |              | E 01    | 300 790 000 000 369                | Culinary Skills Challenge            |                  | \$180.00             |                    |
|             |                   |              | E 01    | 005 257 000 000 305                | Technology Integration - AI Guidance |                  | \$804.25             |                    |
|             |                   |              | E 01    | 005 257 000 000 305                | Techology 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           |                    |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52440</b> | Invoice | <b>Invoice No:</b>                 | 4/30/26 Stmt                         | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$5,658.48</b>  |
|             |                   |              |         |                                    |                                      |                  | <b>Check Amount:</b> | <b>\$5,658.48</b>  |
| SBT         | 53324             | 1003         |         | <b>WARD'S Natural Science LLC.</b> |                                      | <b>Check</b>     |                      |                    |
|             |                   |              | E 01    | 300 260 000 000 430                | Plain Lg 6-7 Bullfrog VacPack        |                  | \$349.98             |                    |
|             |                   |              | E 01    | 300 260 000 000 430                | Shipping                             |                  | \$85.37              |                    |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52430</b> | Invoice | <b>Invoice No:</b>                 | 8821563900                           | <b>5/12/2026</b> | <b>Paid Amt:</b>     | <b>\$435.35</b>    |
|             |                   |              |         |                                    |                                      |                  | <b>Check Amount:</b> | <b>\$435.35</b>    |
| SBT         | 53325             | 4009         |         | <b>AG PLUS COOPERATIVE</b>         |                                      | <b>Check</b>     |                      |                    |
|             |                   |              | E 01    | 005 760 000 720 350                | Tires, Oil Changes, Etc.             |                  | \$202.62             |                    |
|             |                   |              | E 01    | 005 760 000 720 440                | Van Fuel                             |                  | \$1,009.28           |                    |
|             |                   |              | E 01    | 005 760 000 720 440                | Bus Fuel                             |                  | \$10,399.93          |                    |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52480</b> | Invoice | <b>Invoice No:</b>                 | 4/30/26 Stmt                         | <b>5/14/2026</b> | <b>Paid Amt:</b>     | <b>\$11,611.83</b> |
|             |                   |              |         |                                    |                                      |                  | <b>Check Amount:</b> | <b>\$11,611.83</b> |
| SBT         | 53326             | 2323         |         | <b>Borch Sporting Goods</b>        |                                      | <b>Check</b>     |                      |                    |
|             |                   |              | E 01    | 300 294 215 000 401                | Demarini Goods - 3 BBCOR             |                  | \$215.00             |                    |
|             |                   |              | E 01    | 300 294 215 000 401                | Rawlings Clout                       |                  | \$166.00             |                    |
|             |                   |              | E 01    | 300 294 215 000 401                | Evoshield XVT 2.0 Matte White        |                  | \$165.00             |                    |
|             |                   |              | E 01    | 300 294 215 000 401                | Evoshield XVT 2.0 Matte White        |                  | \$195.00             |                    |
|             |                   |              | E 01    | 300 294 215 000 401                | Easton M10 Catcher Set               |                  | \$180.00             |                    |
|             |                   |              | E 01    | 300 294 215 000 401                | Players Series Kit                   |                  | \$160.00             |                    |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                            | Pmt/Void Date                       | Pmt Type                        |
|-------------|-------------------|--------------|---------|-----------------------------------|-------------------------------------|---------------------------------|
| SBT         | 53326             | 2323         |         | <b>Borch Sporting Goods</b>       |                                     | <b>Check</b>                    |
|             |                   |              | E 01    | 300 294 215 000 401               | Wilson Official Baseball            | \$1,150.00                      |
|             |                   |              | E 01    | 300 294 215 000 401               | Brute Batting Tea                   | \$65.00                         |
|             |                   |              | E 01    | 300 294 215 000 401               | Credit                              | (\$291.00)                      |
|             |                   |              | E 01    | 300 294 215 000 401               | Credit                              | (\$60.68)                       |
|             |                   |              | E 01    | 300 294 215 000 401               | Credit                              | (\$440.00)                      |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52473</b> | Invoice | <b>Invoice No:</b> AAW003489-AW11 | <b>5/14/2026</b>                    | <b>Paid Amt: \$1,504.32</b>     |
|             |                   |              |         |                                   |                                     | <b>Check Amount: \$1,504.32</b> |
| SBT         | 53327             | 3420         |         | <b>CAMFIL USA, INC</b>            |                                     | <b>Check</b>                    |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 1 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 10 24x24x2                      | \$44.54                         |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 10 24x20x4                      | \$27.16                         |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 3 12x24x4                       | \$79.64                         |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 3 24x20x4                       | \$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                          |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 3 24x24x2                       | \$13.58                         |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 3 24x24x2                       | \$128.82                        |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 6 24x24x4                       | \$66.81                         |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 6 24x24x2                       | \$67.86                         |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 6 20x20x4                       | \$40.74                         |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 9 20x20x4                       | \$254.25                        |
|             |                   |              | E 01    | 005 865 000 380 350               | AHU 9 20x20x2                       | \$149.25                        |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52477</b> | Invoice | <b>Invoice No:</b> 30635522       | <b>5/14/2026</b>                    | <b>Paid Amt: \$1,737.92</b>     |
|             |                   |              |         |                                   |                                     | <b>Check Amount: \$1,737.92</b> |
| SBT         | 53328             | 4099         |         | <b>Cole Papers Inc</b>            |                                     | <b>Check</b>                    |
|             |                   |              | E 01    | 005 810 000 000 401               | Betco Fastdraw Heavy Duty Degreaser | \$409.20                        |
|             |                   |              | E 01    | 005 810 000 000 401               | Metal Tip Threaded Wood Handle      | \$21.72                         |
|             |                   |              | E 01    | 005 810 000 000 401               | Light Industrial Broom              | \$29.55                         |
|             |                   |              | E 01    | 005 810 000 000 401               | Burnishing Pad Tan                  | \$32.85                         |
|             |                   |              | E 01    | 005 810 000 000 401               | Clencher Yellow Fiberglass          | \$53.82                         |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52475</b> | Invoice | <b>Invoice No:</b> 10719953       | <b>5/14/2026</b>                    | <b>Paid Amt: \$547.14</b>       |
|             |                   |              |         |                                   |                                     | <b>Check Amount: \$547.14</b>   |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                              | Pmt/Void Date                               | Pmt Type             |                    |  |
|-------------|-------------------|--------------|---------|-------------------------------------|---|----------------------|--------------------|--|
| SBT         | 53329             | 4381         |         | <b>Data Processing Design Inc.</b>  |   | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 005 810 000 000 320                 | Monthly Useage Statement                    | \$2.39               |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52471</b> | Invoice | <b>Invoice No:</b> EGOLD-12201979   | <b>5/14/2026</b>                            | <b>Paid Amt:</b>     | <b>\$2.39</b>      |  |
|             |                   |              |         |                                     |   | <b>Check Amount:</b> | <b>\$2.39</b>      |  |
| SBT         | 53330             | 4336         |         | <b>Jessica Verly</b>                |   | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 005 760 000 723 360                 | Transportation Agreement - 5/5 through 5/13 | \$840.28             |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52472</b> | Invoice | <b>Invoice No:</b> 5/5 - 5/13       | <b>5/14/2026</b>                            | <b>Paid Amt:</b>     | <b>\$840.28</b>    |  |
|             |                   |              |         |                                     |   | <b>Check Amount:</b> | <b>\$840.28</b>    |  |
| SBT         | 53331             | 00421        |         | <b>LOCKWOOD MOTORS</b>              |   | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 005 760 000 720 350                 | 2017 Doge Journey - Would not start         | \$523.52             |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52470</b> | Invoice | <b>Invoice No:</b> 84034            | <b>5/14/2026</b>                            | <b>Paid Amt:</b>     | <b>\$523.52</b>    |  |
|             |                   |              |         |                                     |   | <b>Check Amount:</b> | <b>\$523.52</b>    |  |
| SBT         | 53332             | 4739         |         | <b>Marshall Pulver Towing</b>       |   | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 005 760 000 720 350                 | Journey Tow to Lockwoods                    | \$142.86             |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52474</b> | Invoice | <b>Invoice No:</b> 26-05-20339      | <b>5/14/2026</b>                            | <b>Paid Amt:</b>     | <b>\$142.86</b>    |  |
|             |                   |              |         |                                     |   | <b>Check Amount:</b> | <b>\$142.86</b>    |  |
| SBT         | 53333             | 2505         |         | <b>Minneota Bus Service</b>         |   | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 005 760 000 726 360                 | Band Runs                                   | \$1,063.62           |                    |  |
|             |                   |              | E 01    | 005 760 000 720 305                 | Routes                                      | \$8,039.28           |                    |  |
|             |                   |              | E 01    | 005 760 000 723 360                 | ECSE Trips                                  | \$1,646.40           |                    |  |
|             |                   |              | E 01    | 100 790 000 733 305                 | THEATER TRIP                                | \$570.60             |                    |  |
|             |                   |              | E 01    | 300 292 236 733 305                 | Speech Bussing                              | \$410.00             |                    |  |
|             |                   |              | E 01    | 300 292 209 733 305                 | Robotics Bussing                            | \$1,496.62           |                    |  |
|             |                   |              | E 01    | 300 292 225 733 305                 | Golf Bussing                                | \$640.88             |                    |  |
|             |                   |              | E 01    | 300 294 215 733 305                 | Baseball Bussing                            | \$2,062.98           |                    |  |
|             |                   |              | E 01    | 300 296 228 733 305                 | Softball Bussing                            | \$2,930.00           |                    |  |
|             |                   |              | E 01    | 300 790 000 313 305                 | College Trips                               | \$1,067.31           |                    |  |
|             |                   |              | E 01    | 300 790 000 733 305                 | Honor & Jazz Bands                          | \$505.29             |                    |  |
|             |                   |              | E 01    | 100 790 000 733 305                 | Elementary Field Trips                      | \$767.77             |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52478</b> | Invoice | <b>Invoice No:</b> April 2026 Trips | <b>5/14/2026</b>                            | <b>Paid Amt:</b>     | <b>\$21,200.75</b> |  |
|             |                   |              |         |                                     |   | <b>Check Amount:</b> | <b>\$21,200.75</b> |  |
| SBT         | 53334             | 00487        |         | <b>MINNESOTA HISTORICAL SOCIETY</b> |   | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 100 790 000 000 369                 | School Group - Museum Plus Pack             | \$264.00             |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52476</b> | Invoice | <b>Invoice No:</b> 35900            | <b>5/14/2026</b>                            | <b>Paid Amt:</b>     | <b>\$264.00</b>    |  |
|             |                   |              |         |                                     |   | <b>Check Amount:</b> | <b>\$264.00</b>    |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                                | Pmt/Void Date                        | Pmt Type                        |
|-------------|-------------------|--------------|---------|---------------------------------------|--------------------------------------|---------------------------------|
| SBT         | 53335             | 00505        |         | <b>THE MINNEOTA MASCOT</b>            |                                      | <b>Check</b>                    |
|             |                   |              | E 01    | 005 010 000 000 305                   | 92170 - Help Wanted SPED             | \$96.00                         |
|             |                   |              | E 01    | 005 010 000 000 305                   | 92206 - Help Wanted SPED             | \$96.00                         |
|             |                   |              | E 01    | 005 010 000 000 305                   | 92247 - Help Wanted SPED             | \$96.00                         |
|             |                   |              | E 01    | 005 010 000 000 305                   | 92248 - Help Wanted PE               | \$156.00                        |
|             |                   |              | E 01    | 005 010 000 000 305                   | 92292 - Help Wanted PE               | \$156.00                        |
|             |                   |              | E 01    | 005 010 000 000 305                   | 92293 - Help Wanted SPED             | \$96.00                         |
|             |                   |              | E 01    | 005 010 000 000 305                   | 92331 - Help Wanted SPED             | \$96.00                         |
|             |                   |              | E 01    | 005 010 000 000 305                   | 92332 - Help Wanted Paraprofessional | \$78.00                         |
|             |                   |              | E 01    | 005 010 000 000 305                   | 92333 - Help Wanted PE               | \$156.00                        |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52479</b> | Invoice | <b>Invoice No:</b> 5/12/26 Stmt       | <b>5/14/2026</b>                     | <b>Paid Amt: \$1,026.00</b>     |
|             |                   |              |         |                                       |                                      | <b>Check Amount: \$1,026.00</b> |
| SBT         | 53336             | 2347         |         | <b>Avera Marshall Regional Med Ct</b> |                                      | <b>Check</b>                    |
|             |                   |              | E 01    | 300 298 000 000 305                   | Training Hours - 3/22 through 4/18   | \$1,106.60                      |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52483</b> | Invoice | <b>Invoice No:</b> CINV-022065        | <b>5/18/2026</b>                     | <b>Paid Amt: \$1,106.60</b>     |
|             |                   |              |         |                                       |                                      | <b>Check Amount: \$1,106.60</b> |
| SBT         | 53337             | 3729         |         | <b>Border States Electric</b>         |                                      | <b>Check</b>                    |
|             |                   |              | E 01    | 005 810 000 000 401                   | Mil Red Lithium 2 Pk                 | \$199.08                        |
|             |                   |              | E 01    | 005 810 000 000 401                   | Mil M18 HO XC 2 Pack                 | \$897.00                        |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52487</b> | Invoice | <b>Invoice No:</b> 932453493          | <b>5/18/2026</b>                     | <b>Paid Amt: \$1,096.08</b>     |
|             |                   |              |         |                                       |                                      | <b>Check Amount: \$1,096.08</b> |
| SBT         | 53338             | 4741         |         | <b>Carl's Bakery</b>                  |                                      | <b>Check</b>                    |
|             |                   |              | E 01    | 100 790 000 000 369                   | KD Field Trip                        | \$116.00                        |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52491</b> | Invoice | <b>Invoice No:</b> KD Field Trip      | <b>5/18/2026</b>                     | <b>Paid Amt: \$116.00</b>       |
|             |                   |              |         |                                       |                                      | <b>Check Amount: \$116.00</b>   |
| SBT         | 53339             | 3089         |         | <b>Children's Museum of SD</b>        |                                      | <b>Check</b>                    |
|             |                   |              | E 04    | 005 582 000 344 366                   | Preschool Field Trip                 | \$252.00                        |
|             |                   |              | E 04    | 005 582 000 344 366                   | Preschool Field Trip                 | \$252.00                        |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52485</b> | Invoice | <b>Invoice No:</b> 12192720           | <b>5/18/2026</b>                     | <b>Paid Amt: \$504.00</b>       |
|             |                   |              |         |                                       |                                      | <b>Check Amount: \$504.00</b>   |
| SBT         | 53340             | 4099         |         | <b>Cole Papers Inc</b>                |                                      | <b>Check</b>                    |
|             |                   |              | E 01    | 005 810 000 000 401                   | Burnishing Pad - Tan                 | \$32.85                         |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52484</b> | Invoice | <b>Invoice No:</b> 10722053           | <b>5/18/2026</b>                     | <b>Paid Amt: \$32.85</b>        |
|             |                   |              |         |                                       |                                      | <b>Check Amount: \$32.85</b>    |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                                     | Pmt/Void Date            | Pmt Type      |            |  |
|------|------------|-------|---------|--|--------------------------|---------------|------------|--|
| SBT  | 53342      | 2021  |         | <b>Johnson Controls Fire Protection LP</b> |                          | <b>Check</b>  |            |  |
|      |            |       | E 01    | 005 865 000 363 305                        | Fire Panel Errors        |               | \$1,208.65 |  |
| PO#: | Voucher #: | 52486 | Invoice | Invoice No: 54061882                       | 5/18/2026                | Paid Amt:     | \$1,208.65 |  |
|      |            |       |         |  |                          | Check Amount: | \$1,208.65 |  |
| SBT  | 53343      | 1684  |         | <b>Kilowatt Community Center</b>           |                          | <b>Check</b>  |            |  |
|      |            |       | E 01    | 100 790 000 000 369                        | KD Field Trip            |               | \$290.00   |  |
| PO#: | Voucher #: | 52489 | Invoice | Invoice No: KD Field Trip                  | 5/18/2026                | Paid Amt:     | \$290.00   |  |
|      |            |       |         |  |                          | Check Amount: | \$290.00   |  |
| SBT  | 53344      | 2505  |         | <b>Minneota Bus Service</b>                |                          | <b>Check</b>  |            |  |
|      |            |       | E 01    | 100 790 000 733 305                        | Elementary Field Trip    |               | \$700.05   |  |
| PO#: | Voucher #: | 52488 | Invoice | Invoice No: May 2026 Trips                 | 5/18/2026                | Paid Amt:     | \$700.05   |  |
|      |            |       |         |  |                          | Check Amount: | \$700.05   |  |
| SBT  | 53345      | 4234  |         | <b>NIELSON LANES</b>                       |                          | <b>Check</b>  |            |  |
|      |            |       | E 01    | 100 790 000 000 369                        | MCA Trip - 4th Grade     |               | \$256.00   |  |
| PO#: | Voucher #: | 52481 | Invoice | Invoice No: 4th Grade MCA                  | 5/18/2026                | Paid Amt:     | \$256.00   |  |
|      |            |       |         |  |                          | Check Amount: | \$256.00   |  |
| SBT  | 53346      | 4322  |         | <b>AFSCME</b>                              |                          | <b>Check</b>  |            |  |
|      |            |       | B 01    | 215 080                                    | 5/8 Dues                 |               | \$405.22   |  |
|      |            |       | B 01    | 215 080                                    | Shortage                 |               | \$0.40     |  |
|      |            |       | B 01    | 215 080                                    | 5/22 Dues                |               | \$2.60     |  |
| PO#: | Voucher #: | 52508 | Invoice | Invoice No: May 2026 Dues                  | 5/22/2026                | Paid Amt:     | \$408.22   |  |
|      |            |       |         |  |                          | Check Amount: | \$408.22   |  |
| SBT  | 53347      | 00017 |         | <b>AMERICAN FAMILY ASSURANCE</b>           |                          | <b>Check</b>  |            |  |
|      |            |       | B 01    | 215 026                                    | Group Premium - May 2026 |               | \$1,168.00 |  |
| PO#: | Voucher #: | 52513 | Invoice | Invoice No: 900602                         | 5/22/2026                | Paid Amt:     | \$1,168.00 |  |
|      |            |       |         |  |                          | Check Amount: | \$1,168.00 |  |
| SBT  | 53348      | 4463  |         | <b>Emma Lipinski</b>                       |                          | <b>Check</b>  |            |  |
|      |            |       | E 01    | 300 292 236 035 305                        | Section Speech Timer     |               | \$100.00   |  |
| PO#: | Voucher #: | 52502 | Invoice | Invoice No: Section Timers                 | 5/22/2026                | Paid Amt:     | \$100.00   |  |
|      |            |       |         |  |                          | Check Amount: | \$100.00   |  |
| SBT  | 53349      | 4630  |         | <b>Gurstel Law Firm</b>                    |                          | <b>Check</b>  |            |  |
|      |            |       | B 01    | 215 079                                    | 5/22 Garnishment         |               | \$240.19   |  |
|      |            |       | B 01    | 215 079                                    | 5/8 Garnishment          |               | \$240.19   |  |
|      |            |       | B 01    | 215 079                                    | 4/24 Garnishment         |               | \$240.19   |  |
|      |            |       | B 01    | 215 079                                    | 4/15 Garnishment         |               | \$240.19   |  |
|      |            |       | B 01    | 215 079                                    | 3/25 Garnishment         |               | \$240.19   |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor   | Pmt/Void Date             | Pmt Type             |                   |  |
|-------------|-------------------|--------------|---------|--|---------------------------|----------------------|-------------------|--|
| SBT         | 53349             | 4630         |         | <b>Gurstel Law Firm</b>                          |                           | <b>Check</b>         |                   |  |
|             |                   |              | B 01    | 215 079  | 3/10 Garnishment          | \$240.19             |                   |  |
|             |                   |              | B 01    | 215 079  | 2/25 Garnishment          | \$240.19             |                   |  |
|             |                   |              | B 01    | 215 079  | 2/10 Garnishment          | \$240.19             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52514</b> | Invoice | <b>Invoice No:</b> SG Garnishment                | <b>5/22/2026</b>          | <b>Paid Amt:</b>     | <b>\$1,921.52</b> |  |
|             |                   |              |         |  |                           | <b>Check Amount:</b> | <b>\$1,921.52</b> |  |
| SBT         | 53350             | 1684         |         | <b>Kilowatt Community Center</b>                 |                           | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 100 790 000 000 369                              | 4th Grade AR Party        | \$190.00             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52492</b> | Invoice | <b>Invoice No:</b> 4th AR Party                  | <b>5/22/2026</b>          | <b>Paid Amt:</b>     | <b>\$190.00</b>   |  |
|             |                   |              |         |  |                           | <b>Check Amount:</b> | <b>\$190.00</b>   |  |
| SBT         | 53351             | 3303         |         | <b>Legal Shield</b>                              |                           | <b>Check</b>         |                   |  |
|             |                   |              | B 01    | 215 033  | Group Premium - 5/15/2026 | \$181.40             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52507</b> | Invoice | <b>Invoice No:</b> 5/15/2026                     | <b>5/22/2026</b>          | <b>Paid Amt:</b>     | <b>\$181.40</b>   |  |
|             |                   |              |         |  |                           | <b>Check Amount:</b> | <b>\$181.40</b>   |  |
| SBT         | 53352             | 01568        |         | <b>Minneota Education Minnesota Organization</b> |                           | <b>Check</b>         |                   |  |
|             |                   |              | B 01    | 215 028  | DUES                      | \$1,199.72           |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52496</b> | Invoice | <b>Invoice No:</b> S2026220                      | <b>5/22/2026</b>          | <b>Paid Amt:</b>     | <b>\$1,199.72</b> |  |
|             |                   |              |         |  |                           | <b>Check Amount:</b> | <b>\$1,199.72</b> |  |
| SBT         | 53353             | 1080         |         | <b>MN NCPERS Life Insurance</b>                  |                           | <b>Check</b>         |                   |  |
|             |                   |              | B 01    | 215 025  | Group Premium - June 2026 | \$16.00              |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52509</b> | Invoice | <b>Invoice No:</b> 185001062026                  | <b>5/22/2026</b>          | <b>Paid Amt:</b>     | <b>\$16.00</b>    |  |
|             |                   |              |         |  |                           | <b>Check Amount:</b> | <b>\$16.00</b>    |  |
| SBT         | 53354             | 4742         |         | <b>Shelley Gades</b>                             |                           | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 300 292 236 035 305                              | Section Speech Timer      | \$50.00              |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52503</b> | Invoice | <b>Invoice No:</b> Section Timer                 | <b>5/22/2026</b>          | <b>Paid Amt:</b>     | <b>\$50.00</b>    |  |
|             |                   |              |         |  |                           | <b>Check Amount:</b> | <b>\$50.00</b>    |  |
| SBT         | 53355             | 2490         |         | <b>USAbLe Life</b>                               |                           | <b>Check</b>         |                   |  |
|             |                   |              | B 01    | 215 027  | Group Premium - June 2026 | \$106.48             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52505</b> | Invoice | <b>Invoice No:</b> 0006939718                    | <b>5/22/2026</b>          | <b>Paid Amt:</b>     | <b>\$106.48</b>   |  |
|             |                   |              | B 01    | 215 027  | Group Premium - June 2026 | \$44.80              |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52506</b> | Invoice | <b>Invoice No:</b> 0006939729                    | <b>5/22/2026</b>          | <b>Paid Amt:</b>     | <b>\$44.80</b>    |  |
|             |                   |              |         |  |                           | <b>Check Amount:</b> | <b>\$151.28</b>   |  |
| SBT         | 53356             | 4518         |         | <b>VSP Insurance Co (CT)</b>                     |                           | <b>Check</b>         |                   |  |
|             |                   |              | B 01    | 215 034  | Group Premium - May 2026  | \$215.78             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52511</b> | Invoice | <b>Invoice No:</b> 825175031                     | <b>5/22/2026</b>          | <b>Paid Amt:</b>     | <b>\$215.78</b>   |  |
|             |                   |              |         |  |                           | <b>Check Amount:</b> | <b>\$215.78</b>   |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank              | Check No          | Code         | Rcd     | Vendor   | Pmt/Void Date                                 | Pmt Type             |                   |  |
|-------------------|-------------------|--------------|---------|--|---|----------------------|-------------------|--|
| SBT               | 53357             | 3440         |         | <b>Heiman Fire Equipment</b>                   |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 865 000 347 305                            | Maintenance Annual System                     | \$115.00             |                   |  |
|                   |                   |              | E 01    | 005 865 000 347 305                            | Fusible Link - 360                            | \$120.00             |                   |  |
|                   |                   |              | E 01    | 005 865 000 347 305                            | Blowoff Caps                                  | \$55.00              |                   |  |
|                   |                   |              | E 01    | 005 865 000 347 305                            | Freight                                       | \$19.94              |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52537</b> | Invoice | <b>Invoice No:</b> 0955987-IN                  | <b>5/26/2026</b>                              | <b>Paid Amt:</b>     | <b>\$309.94</b>   |  |
|                   |                   |              |         |  |   | <b>Check Amount:</b> | <b>\$309.94</b>   |  |
| SBT               | 53358             | 4336         |         | <b>Jessica Verly</b>                           |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 760 000 723 360                            | Transportation Agreement - 5/14 through 5/22  | \$717.75             |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52536</b> | Invoice | <b>Invoice No:</b> 5/14 - 5/22                 | <b>5/26/2026</b>                              | <b>Paid Amt:</b>     | <b>\$717.75</b>   |  |
|                   |                   |              |         |  |   | <b>Check Amount:</b> | <b>\$717.75</b>   |  |
| SBT               | 53359             | 00380        |         | <b>Johnson Controls Building Solutions LLC</b> |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 865 000 380 305                            | 2 Chilled Water Pumps - Not Working           | \$3,533.68           |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52539</b> | Invoice | <b>Invoice No:</b> 1-137706131783              | <b>5/26/2026</b>                              | <b>Paid Amt:</b>     | <b>\$3,533.68</b> |  |
|                   |                   |              |         |  |   | <b>Check Amount:</b> | <b>\$3,533.68</b> |  |
| SBT               | 53360             | 3000         |         | <b>Midwest Special Instruments</b>             |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 720 000 000 401                            | 2026 MN School Annual Calibration Registratic | \$87.00              |                   |  |
| <b>PO#:</b> 11442 | <b>Voucher #:</b> | <b>52538</b> | Invoice | <b>Invoice No:</b> 2605319-IN                  | <b>5/26/2026</b>                              | <b>Paid Amt:</b>     | <b>\$87.00</b>    |  |
|                   |                   |              |         |  |   | <b>Check Amount:</b> | <b>\$87.00</b>    |  |
| SBT               | 53361             | 4255         |         | <b>ACTION COMPANY LLC</b>                      |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 810 191 000 350                            | Rain Bird Nozzle Part                         | \$39.12              |                   |  |
|                   |                   |              | E 01    | 005 810 191 000 350                            | Rain Bird Falcon                              | \$78.03              |                   |  |
|                   |                   |              | E 01    | 005 810 191 000 350                            | Supplies                                      | \$8.64               |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52549</b> | Invoice | <b>Invoice No:</b> 10406                       | <b>5/28/2026</b>                              | <b>Paid Amt:</b>     | <b>\$125.79</b>   |  |
|                   |                   |              |         |  |   | <b>Check Amount:</b> | <b>\$125.79</b>   |  |
| SBT               | 53362             | 2323         |         | <b>Borch Sporting Goods</b>                    |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 300 292 225 000 401                            | UA Tech Polo                                  | \$1,225.00           |                   |  |
|                   |                   |              | E 01    | 300 292 225 000 401                            | UA Tech Polo                                  | \$350.00             |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52546</b> | Invoice | <b>Invoice No:</b> AYA003759-YA01              | <b>5/28/2026</b>                              | <b>Paid Amt:</b>     | <b>\$1,575.00</b> |  |
|                   |                   |              | E 01    | 300 292 225 000 401                            | Embroidered Logo                              | \$120.00             |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52547</b> | Invoice | <b>Invoice No:</b> AYA003795-YA00              | <b>5/28/2026</b>                              | <b>Paid Amt:</b>     | <b>\$120.00</b>   |  |
|                   |                   |              |         |  |   | <b>Check Amount:</b> | <b>\$1,695.00</b> |  |
| SBT               | 53363             | 3729         |         | <b>Border States Electric</b>                  |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 810 000 000 401                            | Mil Hole Saw Kit                              | \$149.99             |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52541</b> | Invoice | <b>Invoice No:</b> 932515424                   | <b>5/28/2026</b>                              | <b>Paid Amt:</b>     | <b>\$149.99</b>   |  |
|                   |                   |              |         |  |   | <b>Check Amount:</b> | <b>\$149.99</b>   |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank | Check No   | Code  | Rcd     | Vendor                             | Pmt/Void Date                  | Pmt Type      |             |  |
|------|------------|-------|---------|------------------------------------|--------------------------------|---------------|-------------|--|
| SBT  | 53364      | 1792  | 1099    | Bruce Laleman                      |                                | Check         |             |  |
|      |            |       |         | E 01 005 810 192 000 350           | Facia Trim Missing             |               | \$249.00    |  |
| PO#: | Voucher #: | 52542 | Invoice | Invoice No: 614                    | 5/28/2026                      | Paid Amt:     | \$249.00    |  |
|      |            |       |         |                                    |                                | Check Amount: | \$249.00    |  |
| SBT  | 53365      | 4094  |         | ESJD - SIOUX FALLS                 |                                | Check         |             |  |
|      |            |       |         | E 02 005 770 000 701 495           | Milk                           |               | \$2,489.06  |  |
| PO#: | Voucher #: | 52544 | Invoice | Invoice No: 5/31/2026 Stmt         | 5/28/2026                      | Paid Amt:     | \$2,489.06  |  |
|      |            |       |         |                                    |                                | Check Amount: | \$2,489.06  |  |
| SBT  | 53366      | 4671  |         | Fagen Fighters WWII Museum         |                                | Check         |             |  |
|      |            |       |         | E 01 100 790 000 000 369           | Kindergarten Field Trip        |               | \$100.00    |  |
| PO#: | Voucher #: | 52548 | Invoice | Invoice No: Kinder Field Trip      | 5/28/2026                      | Paid Amt:     | \$100.00    |  |
|      |            |       |         |                                    |                                | Check Amount: | \$100.00    |  |
| SBT  | 53367      | 00602 |         | Performance Foodservice - Marshall |                                | Check         |             |  |
|      |            |       |         | E 02 005 770 000 701 490           | Food Service                   |               | \$1,772.65  |  |
|      |            |       |         | E 02 005 770 000 701 401           | Supplies                       |               | \$107.50    |  |
| PO#: | Voucher #: | 52543 | Invoice | Invoice No: 5/31/26 Stmt           | 5/28/2026                      | Paid Amt:     | \$1,880.15  |  |
|      |            |       |         |                                    |                                | Check Amount: | \$1,880.15  |  |
| SBT  | 53368      | 4403  |         | Sysco Western Minnesota, Inc.      |                                | Check         |             |  |
|      |            |       |         | E 02 005 770 000 701 490           | Food Service                   |               | \$1,847.80  |  |
|      |            |       |         | E 02 005 770 000 701 401           | Supplies                       |               | \$54.51     |  |
| PO#: | Voucher #: | 52545 | Invoice | Invoice No: 5/31/2026 Stmt         | 5/28/2026                      | Paid Amt:     | \$1,902.31  |  |
|      |            |       |         |                                    |                                | Check Amount: | \$1,902.31  |  |
| SBT  | 53369      | 00421 |         | LOCKWOOD MOTORS                    |                                | Check         |             |  |
|      |            |       |         | E 01 005 760 000 302 530           | 2026 Traverse - Fees and Price |               | \$45,148.19 |  |
| PO#: | Voucher #: | 52550 | Invoice | Invoice No: 2026 Traverse          | 5/29/2026                      | Paid Amt:     | \$45,148.19 |  |
|      |            |       |         |                                    |                                | Check Amount: | \$45,148.19 |  |
| SBT  | 53370      | 4250  |         | American Welding & Gas, Inc        |                                | Check         |             |  |
|      |            |       |         | E 01 300 301 000 830 433           | Welding Supplies               |               | \$138.22    |  |
| PO#: | Voucher #: | 52557 | Invoice | Invoice No: 0011702760             | 6/1/2026                       | Paid Amt:     | \$138.22    |  |
|      |            |       |         |                                    |                                | Check Amount: | \$138.22    |  |
| SBT  | 53371      | 3695  |         | AP Design                          |                                | Check         |             |  |
|      |            |       |         | E 01 300 298 086 000 530           | Meidt-Komp Project - #1        |               | \$14,000.00 |  |
| PO#: | Voucher #: | 52553 | Invoice | Invoice No: 99555                  | 6/1/2026                       | Paid Amt:     | \$14,000.00 |  |
|      |            |       |         |                                    |                                | Check Amount: | \$14,000.00 |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                              | Pmt/Void Date                                | Pmt Type             |                    |  |
|-------------|-------------------|--------------|---------|-------------------------------------|--|----------------------|--------------------|--|
| SBT         | 53372             | 4099         |         | <b>Cole Papers Inc</b>              |  | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 005 810 000 000 401                 | Brush Polypro Scrub                          | \$64.13              |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52556</b> | Invoice | <b>Invoice No:</b> 10725316         | <b>6/1/2026</b>                              | <b>Paid Amt:</b>     | <b>\$64.13</b>     |  |
|             |                   |              |         |                                     |  | <b>Check Amount:</b> | <b>\$64.13</b>     |  |
| SBT         | 53373             | 4336         |         | <b>Jessica Verly</b>                |  | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 005 760 000 723 360                 | Transportation Agreement - 5/26 through 5/26 | \$481.40             |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52551</b> | Invoice | <b>Invoice No:</b> 5/26 - 5/29      | <b>6/1/2026</b>                              | <b>Paid Amt:</b>     | <b>\$481.40</b>    |  |
|             |                   |              |         |                                     |  | <b>Check Amount:</b> | <b>\$481.40</b>    |  |
| SBT         | 53374             | 01175        |         | <b>MINN. ELEVATOR SERVICE, INC.</b> |  | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 005 865 000 347 305                 | June Monthly Service                         | \$219.43             |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52552</b> | Invoice | <b>Invoice No:</b> 1189991          | <b>6/1/2026</b>                              | <b>Paid Amt:</b>     | <b>\$219.43</b>    |  |
|             |                   |              |         |                                     |  | <b>Check Amount:</b> | <b>\$219.43</b>    |  |
| SBT         | 53375             | 2505         |         | <b>Minneota Bus Service</b>         |  | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 005 760 000 726 360                 | Band Runs                                    | \$363.87             |                    |  |
|             |                   |              | E 01    | 005 760 000 723 360                 | Montevideo Shuttle                           | \$8,462.40           |                    |  |
|             |                   |              | E 01    | 005 760 000 723 360                 | ECSE Trips                                   | \$1,215.20           |                    |  |
|             |                   |              | E 01    | 300 292 225 733 305                 | Golf Bussing                                 | \$904.91             |                    |  |
|             |                   |              | E 01    | 300 294 215 733 305                 | Baseball Bussing                             | \$2,920.29           |                    |  |
|             |                   |              | E 01    | 300 296 228 733 305                 | Softball Bussing                             | \$3,972.95           |                    |  |
|             |                   |              | E 01    | 100 790 000 733 305                 | Elementary Field Trips                       | \$3,756.55           |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52555</b> | Invoice | <b>Invoice No:</b> May 2026 Trips   | <b>6/1/2026</b>                              | <b>Paid Amt:</b>     | <b>\$21,596.17</b> |  |
|             |                   |              |         |                                     |  | <b>Check Amount:</b> | <b>\$21,596.17</b> |  |
| SBT         | 53376             | 2446         |         | <b>Pete's Electric Motor Repair</b> |  | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 005 810 192 000 350                 | Gc12-HCL-UTL Battery                         | \$692.38             |                    |  |
|             |                   |              | E 01    | 005 810 192 000 350                 | Labor  | \$180.00             |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52554</b> | Invoice | <b>Invoice No:</b> 19516            | <b>6/1/2026</b>                              | <b>Paid Amt:</b>     | <b>\$872.38</b>    |  |
|             |                   |              |         |                                     |  | <b>Check Amount:</b> | <b>\$872.38</b>    |  |
| SBT         | 53377             | 4070         |         | <b>SAVVAS</b>                       |  | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 100 203 000 000 430                 | ELVMGS21 MN Phys SE G08                      | \$90.00              |                    |  |
|             |                   |              | E 01    | 100 203 000 000 430                 | Shipping                                     | \$7.20               |                    |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52558</b> | Invoice | <b>Invoice No:</b> 4027532711       | <b>6/1/2026</b>                              | <b>Paid Amt:</b>     | <b>\$97.20</b>     |  |
|             |                   |              |         |                                     |  | <b>Check Amount:</b> | <b>\$97.20</b>     |  |
| SBT         | 53378             | 2020         |         | <b>ACT</b>                          |  | <b>Check</b>         |                    |  |
|             |                   |              | E 01    | 300 710 000 000 461                 | ACT Test - No Writing                        | \$109.50             |                    |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                                    | Pmt/Void Date                  | Pmt Type             |                   |  |
|-------------|-------------------|--------------|---------|---|--------------------------------|----------------------|-------------------|--|
| SBT         | 53378             | 2020         |         | <b>ACT</b>                                |                                | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 300 710 000 000 461                       | ACT Test - No Writing - Online | \$1,259.25           |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52582</b> | Invoice | <b>Invoice No:</b> 39601                  | <b>6/3/2026</b>                | <b>Paid Amt:</b>     | <b>\$1,368.75</b> |  |
|             |                   |              |         |   |                                | <b>Check Amount:</b> | <b>\$1,368.75</b> |  |
| SBT         | 53379             | 2927         |         | <b>Big Stone Therapies, Inc.</b>          |                                | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 005 404 000 740 394                       | PT Mileage                     | \$12.33              |                   |  |
|             |                   |              | E 01    | 005 404 000 740 394                       | PT Drive Time                  | \$63.70              |                   |  |
|             |                   |              | E 01    | 005 404 000 740 394                       | PT                             | \$729.40             |                   |  |
|             |                   |              | E 01    | 005 404 000 740 394                       | PTA Mileage                    | \$1.45               |                   |  |
|             |                   |              | E 01    | 005 404 000 740 394                       | PTA Drive Time                 | \$17.50              |                   |  |
|             |                   |              | E 01    | 005 404 000 740 394                       | PTA                            | \$245.00             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52581</b> | Invoice | <b>Invoice No:</b> 32293                  | <b>6/3/2026</b>                | <b>Paid Amt:</b>     | <b>\$1,069.38</b> |  |
|             |                   |              |         |   |                                | <b>Check Amount:</b> | <b>\$1,069.38</b> |  |
| SBT         | 53380             | 3861         |         | <b>CASH</b>                               |                                | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 300 292 225 000 369                       | Coaches Golf Money             | \$420.00             |                   |  |
|             |                   |              | E 01    | 300 292 225 000 369                       | Players Golf Money             | \$420.00             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52583</b> | Invoice | <b>Invoice No:</b> State Golf Meet        | <b>6/3/2026</b>                | <b>Paid Amt:</b>     | <b>\$840.00</b>   |  |
|             |                   |              |         |   |                                | <b>Check Amount:</b> | <b>\$840.00</b>   |  |
| SBT         | 53381             | 4099         |         | <b>Cole Papers Inc</b>                    |                                | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 005 810 000 000 401                       | Hose Assy W/Cuff               | \$34.23              |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52577</b> | Invoice | <b>Invoice No:</b> 10726977               | <b>6/3/2026</b>                | <b>Paid Amt:</b>     | <b>\$34.23</b>    |  |
|             |                   |              |         |   |                                | <b>Check Amount:</b> | <b>\$34.23</b>    |  |
| SBT         | 53382             | 01527        |         | <b>FRANKS ELECTRIC &amp; PLUMBING INC</b> |                                | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 005 865 000 370 350                       | Short Lights - Aux Gym         | \$460.00             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52578</b> | Invoice | <b>Invoice No:</b> 27477-C                | <b>6/3/2026</b>                | <b>Paid Amt:</b>     | <b>\$460.00</b>   |  |
|             |                   |              |         |   |                                | <b>Check Amount:</b> | <b>\$460.00</b>   |  |
| SBT         | 53383             | 1828         |         | <b>Minneota Building Materials</b>        |                                | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 005 810 191 000 350                       | Grounds Supplies               | \$41.18              |                   |  |
|             |                   |              | E 01    | 300 301 000 830 433                       | Shop Supplies - HS             | \$135.77             |                   |  |
|             |                   |              | E 01    | 300 211 000 000 401                       | High School Supplies           | \$314.42             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52580</b> | Invoice | <b>Invoice No:</b> 5/31/26 Stmt           | <b>6/3/2026</b>                | <b>Paid Amt:</b>     | <b>\$491.37</b>   |  |
|             |                   |              |         |   |                                | <b>Check Amount:</b> | <b>\$491.37</b>   |  |
| SBT         | 53384             | 4319         |         | <b>ROBERT W. BAIRD CO</b>                 |                                | <b>Check</b>         |                   |  |
|             |                   |              | E 01    | 005 010 000 000 305                       | Continuing Disclosure Report   | \$1,000.00           |                   |  |
|             |                   |              | E 01    | 005 010 000 000 305                       | Lincoln County                 | \$150.00             |                   |  |
|             |                   |              | E 01    | 005 010 000 000 305                       | Yellow Medicine County         | \$150.00             |                   |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd                      | Vendor   | Pmt/Void Date    | Pmt Type             |                   |  |
|-------------|-------------------|--------------|--------------------------|--|------------------|----------------------|-------------------|--|
| SBT         | 53384             | 4319         |                          | <b>ROBERT W. BAIRD CO</b>                        |                  | <b>Check</b>         |                   |  |
|             |                   |              | E 01 005 010 000 000 305 | Lyon County                                      |                  | \$150.00             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52567</b> | Invoice                  | <b>Invoice No:</b> PF-25016610                   | <b>6/3/2026</b>  | <b>Paid Amt:</b>     | <b>\$1,450.00</b> |  |
|             |                   |              |                          |  |                  | <b>Check Amount:</b> | <b>\$1,450.00</b> |  |
| SBT         | 53385             | 4584         |                          | <b>Scenario Learning LLC</b>                     |                  | <b>Check</b>         |                   |  |
|             |                   |              | B 01 131 000             | CSAP Library K-12                                |                  | \$315.00             |                   |  |
|             |                   |              | B 01 131 000             | SLSST Vector Training Library                    |                  | \$1,071.00           |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52568</b> | Invoice                  | <b>Invoice No:</b> INV142923                     | <b>6/3/2026</b>  | <b>Paid Amt:</b>     | <b>\$1,386.00</b> |  |
|             |                   |              |                          |  |                  | <b>Check Amount:</b> | <b>\$1,386.00</b> |  |
| SBT         | 53386             | 00680        |                          | <b>ST EDWARD SCHOOL</b>                          |                  | <b>Check</b>         |                   |  |
|             |                   |              | E 04 701 590 000 350 305 | DD Nurse Pay                                     |                  | \$227.50             |                   |  |
|             |                   |              | E 04 701 590 000 350 305 | DD Taxes   |                  | \$17.90              |                   |  |
|             |                   |              | E 04 701 590 000 350 305 | DD Nurse Pay                                     |                  | \$280.00             |                   |  |
|             |                   |              | E 04 701 590 000 350 305 | DD Taxes   |                  | \$22.64              |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52565</b> | Invoice                  | <b>Invoice No:</b> April Nurses Pay              | <b>6/3/2026</b>  | <b>Paid Amt:</b>     | <b>\$548.04</b>   |  |
|             |                   |              | E 04 701 590 000 350 305 | DD Nurse Pay                                     |                  | \$630.00             |                   |  |
|             |                   |              | E 04 701 590 000 350 305 | DD Taxes   |                  | \$49.59              |                   |  |
|             |                   |              | E 04 701 590 000 350 305 | DD Nurse Pay                                     |                  | \$210.00             |                   |  |
|             |                   |              | E 04 701 590 000 350 305 | DD Taxes   |                  | \$16.98              |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52566</b> | Invoice                  | <b>Invoice No:</b> May Nurse Pay                 | <b>6/3/2026</b>  | <b>Paid Amt:</b>     | <b>\$906.57</b>   |  |
|             |                   |              |                          |  |                  | <b>Check Amount:</b> | <b>\$1,454.61</b> |  |
| SBT         | 53387             | 00505        |                          | <b>THE MINNEOTA MASCOT</b>                       |                  | <b>Check</b>         |                   |  |
|             |                   |              | E 01 005 010 000 000 305 | School Board Minutes                             |                  | \$147.00             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52579</b> | Invoice                  | <b>Invoice No:</b> 92493                         | <b>6/3/2026</b>  | <b>Paid Amt:</b>     | <b>\$147.00</b>   |  |
|             |                   |              |                          |  |                  | <b>Check Amount:</b> | <b>\$147.00</b>   |  |
| SBT         | 53388             | 01568        |                          | <b>Minneota Education Minnesota Organization</b> |                  | <b>Check</b>         |                   |  |
|             |                   |              | B 01 215 028             | DUES   |                  | \$1,199.72           |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52608</b> | Invoice                  | <b>Invoice No:</b> S2026230                      | <b>6/10/2026</b> | <b>Paid Amt:</b>     | <b>\$1,199.72</b> |  |
|             |                   |              |                          |  |                  | <b>Check Amount:</b> | <b>\$1,199.72</b> |  |
| SBT         | 53389             | 4009         |                          | <b>AG PLUS COOPERATIVE</b>                       |                  | <b>Check</b>         |                   |  |
|             |                   |              | E 01 005 760 000 720 440 | Bus Fuel   |                  | \$8,714.37           |                   |  |
|             |                   |              | E 01 005 760 000 720 440 | Van Fuel   |                  | \$636.05             |                   |  |
|             |                   |              | E 01 005 760 000 720 440 | Tires, Oil Change, Etc.                          |                  | \$626.65             |                   |  |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52599</b> | Invoice                  | <b>Invoice No:</b> 5/31/26 Stmt                  | <b>6/9/2026</b>  | <b>Paid Amt:</b>     | <b>\$9,977.07</b> |  |
|             |                   |              |                          |  |                  | <b>Check Amount:</b> | <b>\$9,977.07</b> |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank              | Check No          | Code         | Rcd     | Vendor                                    | Pmt/Void Date                        | Pmt Type             |                   |  |
|-------------------|-------------------|--------------|---------|---|--------------------------------------|----------------------|-------------------|--|
| SBT               | 53390             | 3582         |         | <b>BETH BUYSSE</b>                        |                                      | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 760 000 720 401                       | ISD 414 Permanent Vehicle Decals     | \$50.00              |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52598</b> | Invoice | <b>Invoice No:</b> 2026                   | <b>6/9/2026</b>                      | <b>Paid Amt:</b>     | <b>\$50.00</b>    |  |
|                   |                   |              |         |   |                                      | <b>Check Amount:</b> | <b>\$50.00</b>    |  |
| SBT               | 53391             | 2323         |         | <b>Borch Sporting Goods</b>               |                                      | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 300 296 228 000 401                       | Baseball Stirrups - Softball Pants   | \$240.00             |                   |  |
|                   |                   |              | E 01    | 300 296 228 000 401                       | Baseball Stirrups - Softball Pants   | \$96.00              |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52588</b> | Invoice | <b>Invoice No:</b> AYA003687-YA02         | <b>6/9/2026</b>                      | <b>Paid Amt:</b>     | <b>\$336.00</b>   |  |
|                   |                   |              | E 01    | 300 296 228 000 401                       | Homefield Jacket                     | \$988.00             |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52589</b> | Invoice | <b>Invoice No:</b> AYA003634-YA06         | <b>6/9/2026</b>                      | <b>Paid Amt:</b>     | <b>\$988.00</b>   |  |
|                   |                   |              |         |   |                                      | <b>Check Amount:</b> | <b>\$1,324.00</b> |  |
| SBT               | 53392             | 00240        |         | <b>Brad's Market</b>                      |                                      | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 300 331 000 830 433                       | FACS Class Supplies                  | \$98.16              |                   |  |
|                   |                   |              | E 01    | 300 250 000 000 430                       | FACS Class Supplies - JH             | \$95.28              |                   |  |
|                   |                   |              | E 02    | 005 770 000 701 490                       | Food Service - Bread                 | \$396.30             |                   |  |
|                   |                   |              | E 02    | 005 770 000 701 490                       | Food Service                         | \$377.58             |                   |  |
|                   |                   |              | E 04    | 005 505 290 321 401                       | Trap Team - Family Night             | \$463.18             |                   |  |
|                   |                   |              | E 01    | 100 203 000 000 430                       | AR Party                             | \$306.62             |                   |  |
|                   |                   |              | E 04    | 005 582 000 344 430                       | School Readiness Supplies            | \$45.73              |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52600</b> | Invoice | <b>Invoice No:</b> 5/31/26 Stmt           | <b>6/9/2026</b>                      | <b>Paid Amt:</b>     | <b>\$1,782.85</b> |  |
|                   |                   |              |         |   |                                      | <b>Check Amount:</b> | <b>\$1,782.85</b> |  |
| SBT               | 53393             | 2681         |         | <b>CDW Government, Inc.</b>               |                                      | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 108 000 795 405                       | VEEAM B/U ESS 24/7 LIC 1Y F/PUB SEC  | \$1,324.11           |                   |  |
| <b>PO#:</b> 11493 | <b>Voucher #:</b> | <b>52601</b> | Invoice | <b>Invoice No:</b> AJ5XR6K                | <b>6/9/2026</b>                      | <b>Paid Amt:</b>     | <b>\$1,324.11</b> |  |
|                   |                   |              |         |   |                                      | <b>Check Amount:</b> | <b>\$1,324.11</b> |  |
| SBT               | 53394             | 4099         |         | <b>Cole Papers Inc</b>                    |                                      | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 810 000 000 401                       | NS 20" Purple Diamond Floor Pad      | \$771.78             |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52603</b> | Invoice | <b>Invoice No:</b> 10725308               | <b>6/9/2026</b>                      | <b>Paid Amt:</b>     | <b>\$771.78</b>   |  |
|                   |                   |              |         |   |                                      | <b>Check Amount:</b> | <b>\$771.78</b>   |  |
| SBT               | 53395             | 01527        |         | <b>FRANKS ELECTRIC &amp; PLUMBING INC</b> |                                      | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 865 000 370 350                       | Motor - Basketball Hoop - Viking Gym | \$240.00             |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52594</b> | Invoice | <b>Invoice No:</b> 27481-C                | <b>6/9/2026</b>                      | <b>Paid Amt:</b>     | <b>\$240.00</b>   |  |
|                   |                   |              |         |   |                                      | <b>Check Amount:</b> | <b>\$240.00</b>   |  |
| SBT               | 53396             | 00275        |         | <b>GISLASON'S HARDWARE</b>                |                                      | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 810 000 000 401                       | Custodial Supplies                   | \$156.69             |                   |  |
|                   |                   |              | E 01    | 300 301 000 830 433                       | Shop Supplies                        | \$255.11             |                   |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank              | Check No          | Code         | Rcd     | Vendor                                      | Pmt/Void Date                           | Pmt Type             |                   |  |
|-------------------|-------------------|--------------|---------|---|---|----------------------|-------------------|--|
| SBT               | 53396             | 00275        |         | <b>GISLASON'S HARDWARE</b>                  |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 02    | 005 770 000 701 401                         | Kitchen Supplies                        | \$7.99               |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52591</b> | Invoice | <b>Invoice No:</b> 5/31/26 Stmt             | <b>6/9/2026</b>                         | <b>Paid Amt:</b>     | <b>\$419.79</b>   |  |
|                   |                   |              |         |   |   | <b>Check Amount:</b> | <b>\$419.79</b>   |  |
| SBT               | 53397             | 4695         |         | <b>Kent Williams</b>                        |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 04    | 005 505 290 321 401                         | Ammo 20G 2.75in                         | \$1,598.00           |                   |  |
|                   |                   |              | E 04    | 005 505 290 321 401                         | Ammo 12G 2.75in                         | \$2,796.50           |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52595</b> | Invoice | <b>Invoice No:</b> 6/3/26                   | <b>6/9/2026</b>                         | <b>Paid Amt:</b>     | <b>\$4,394.50</b> |  |
|                   |                   |              |         |   |   | <b>Check Amount:</b> | <b>\$4,394.50</b> |  |
| SBT               | 53398             | 2295         |         | <b>Learning Without Tears</b>               |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 100 412 000 740 433                         | Handwriting without Tears wkbook        | \$40.50              |                   |  |
|                   |                   |              | E 01    | 100 412 000 740 433                         | Handwriting without Tears wkbook        | \$40.50              |                   |  |
|                   |                   |              | E 01    | 100 412 000 740 433                         | Freight                                 | \$8.10               |                   |  |
| <b>PO#:</b> 11494 | <b>Voucher #:</b> | <b>52604</b> | Invoice | <b>Invoice No:</b> SO547287                 | <b>6/9/2026</b>                         | <b>Paid Amt:</b>     | <b>\$89.10</b>    |  |
|                   |                   |              |         |   |   | <b>Check Amount:</b> | <b>\$89.10</b>    |  |
| SBT               | 53399             | 3794         |         | <b>LIPINSKI SMALL ENGINE &amp; HARDWARE</b> |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 01    | 005 760 000 720 401                         | Fuel Treatment                          | \$36.21              |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52614</b> | Invoice | <b>Invoice No:</b> 347785                   | <b>6/9/2026</b>                         | <b>Paid Amt:</b>     | <b>\$36.21</b>    |  |
|                   |                   |              |         |   |   | <b>Check Amount:</b> | <b>\$36.21</b>    |  |
| SBT               | 53400             | 2332         |         | <b>MASA/MASE</b>                            |   | <b>Check</b>         |                   |  |
|                   |                   |              | B 01    | 131 000                                     | MASA Active Member - SM                 | \$907.00             |                   |  |
|                   |                   |              | B 01    | 131 000                                     | AASA Administrator Membership - SM      | \$485.00             |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52596</b> | Invoice | <b>Invoice No:</b> 3832                     | <b>6/9/2026</b>                         | <b>Paid Amt:</b>     | <b>\$1,392.00</b> |  |
|                   |                   |              |         |   |   | <b>Check Amount:</b> | <b>\$1,392.00</b> |  |
| SBT               | 53401             | 00501        |         | <b>MINNESOTA SCHOOL BOARD ASSOC</b>         |   | <b>Check</b>         |                   |  |
|                   |                   |              | B 01    | 131 000                                     | Policy Services Subscription - Minneota | \$775.00             |                   |  |
|                   |                   |              | B 01    | 131 000                                     | ISD Membership - Minneota               | \$3,768.00           |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52584</b> | Invoice | <b>Invoice No:</b> INV-15753-H9M3G9         | <b>6/9/2026</b>                         | <b>Paid Amt:</b>     | <b>\$4,543.00</b> |  |
|                   |                   |              |         |   |   | <b>Check Amount:</b> | <b>\$4,543.00</b> |  |
| SBT               | 53402             | 1974         |         | <b>MN Dept of Health</b>                    |   | <b>Check</b>         |                   |  |
|                   |                   |              | E 02    | 005 770 000 701 305                         | Statewide Hospitality Fee - Year 2026   | \$50.00              |                   |  |
| <b>PO#:</b>       | <b>Voucher #:</b> | <b>52585</b> | Invoice | <b>Invoice No:</b> 25814                    | <b>6/9/2026</b>                         | <b>Paid Amt:</b>     | <b>\$50.00</b>    |  |
|                   |                   |              |         |   |   | <b>Check Amount:</b> | <b>\$50.00</b>    |  |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647 Payment Date: 5/7/2026-6/30/2026 Period: 202601-202612 Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                                    | Pmt/Void Date                       | Pmt Type        |                      |                   |
|-------------|-------------------|--------------|---------|---|-------------------------------------|-----------------|----------------------|-------------------|
| SBT         | 53403             | 3722         |         | <b>MN RIVER VALLEY EDUCATION DISTRICT</b> |                                     | <b>Check</b>    |                      |                   |
|             |                   |              | E 01    | 005 640 000 316 305                       | 3rd Quarter - MRVED                 |                 | \$7,148.84           |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52597</b> | Invoice | <b>Invoice No:</b>                        | 3rd Qtr - 25-26                     | <b>6/9/2026</b> | <b>Paid Amt:</b>     | <b>\$7,148.84</b> |
|             |                   |              |         |   |                                     |                 | <b>Check Amount:</b> | <b>\$7,148.84</b> |
| SBT         | 53404             | 00528        |         | <b>MUSIC STREET</b>                       |                                     | <b>Check</b>    |                      |                   |
|             |                   |              | E 01    | 300 258 233 000 430                       | SOE Book 3 Clarinet                 |                 | \$8.50               |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52587</b> | Invoice | <b>Invoice No:</b>                        | 225538512                           | <b>6/9/2026</b> | <b>Paid Amt:</b>     | <b>\$8.50</b>     |
|             |                   |              | E 01    | 300 258 233 000 350                       | Work Order - Holton 163198          |                 | \$60.00              |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52586</b> | Invoice | <b>Invoice No:</b>                        | 224674315                           | <b>6/9/2026</b> | <b>Paid Amt:</b>     | <b>\$60.00</b>    |
|             |                   |              |         |   |                                     |                 | <b>Check Amount:</b> | <b>\$68.50</b>    |
| SBT         | 53405             | 3999         |         | <b>NELTNET BUSINESS SOLUTIONS - FACTS</b> |                                     | <b>Check</b>    |                      |                   |
|             |                   |              | E 04    | 701 590 000 353 305                       | St Edwards - FACTS Subscription     |                 | \$1,962.24           |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52615</b> | Invoice | <b>Invoice No:</b>                        | CI-000581184                        | <b>6/9/2026</b> | <b>Paid Amt:</b>     | <b>\$1,962.24</b> |
|             |                   |              |         |   |                                     |                 | <b>Check Amount:</b> | <b>\$1,962.24</b> |
| SBT         | 53406             | 00560        |         | <b>OTTERTAIL POWER CO</b>                 |                                     | <b>Check</b>    |                      |                   |
|             |                   |              | E 01    | 005 810 184 000 330                       | School Building Electricity         |                 | \$5,999.26           |                   |
|             |                   |              | E 01    | 005 810 192 000 330                       | Ballfield Electricity               |                 | \$277.51             |                   |
|             |                   |              | E 01    | 005 810 192 000 330                       | Liftpump Electricity                |                 | \$36.61              |                   |
|             |                   |              | E 01    | 005 810 192 000 330                       | Garage Electricity                  |                 | \$29.35              |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52592</b> | Invoice | <b>Invoice No:</b>                        | 5/31/26 Stmt                        | <b>6/9/2026</b> | <b>Paid Amt:</b>     | <b>\$6,342.73</b> |
|             |                   |              |         |   |                                     |                 | <b>Check Amount:</b> | <b>\$6,342.73</b> |
| SBT         | 53407             | 4018         |         | <b>PEMBERTON LAW, P.L.L.P</b>             |                                     | <b>Check</b>    |                      |                   |
|             |                   |              | E 01    | 005 010 000 000 305                       | Professional Services               |                 | \$2,036.00           |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52590</b> | Invoice | <b>Invoice No:</b>                        | 70                                  | <b>6/9/2026</b> | <b>Paid Amt:</b>     | <b>\$2,036.00</b> |
|             |                   |              |         |   |                                     |                 | <b>Check Amount:</b> | <b>\$2,036.00</b> |
| SBT         | 53408             | 1932         |         | <b>Scholastic Magazines</b>               |                                     | <b>Check</b>    |                      |                   |
|             |                   |              | E 01    | 100 203 000 000 430                       | Let's Find Out - Add 5              |                 | \$34.37              |                   |
|             |                   |              | E 01    | 100 203 000 000 430                       | ScienceSpin - Add 5                 |                 | \$27.44              |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52593</b> | Invoice | <b>Invoice No:</b>                        | M7599794                            | <b>6/9/2026</b> | <b>Paid Amt:</b>     | <b>\$61.81</b>    |
|             |                   |              |         |   |                                     |                 | <b>Check Amount:</b> | <b>\$61.81</b>    |
| SBT         | 53409             | 00680        |         | <b>ST EDWARD SCHOOL</b>                   |                                     | <b>Check</b>    |                      |                   |
|             |                   |              | E 04    | 701 590 000 351 460                       | St Edwards - Textbook Reimbursement |                 | \$349.18             |                   |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52616</b> | Invoice | <b>Invoice No:</b>                        | 2612                                | <b>6/9/2026</b> | <b>Paid Amt:</b>     | <b>\$349.18</b>   |
|             |                   |              |         |   |                                     |                 | <b>Check Amount:</b> | <b>\$349.18</b>   |
| SBT         | 53410             | 00211        |         | <b>SW/WC SERVICE COOPERATIVES</b>         |                                     | <b>Check</b>    |                      |                   |
|             |                   |              | E 01    | 005 257 000 000 305                       | Wide Area Network - ERATE           |                 | \$2,914.02           |                   |

# Minneota Public School

## Detail Payment Register By Check

Check Number: 53277-2147483647    Payment Date: 5/7/2026-6/30/2026    Period: 202601-202612    Void Status: N

| Bank        | Check No          | Code         | Rcd     | Vendor                            | Pmt/Void Date                | Pmt Type                          |                              |
|-------------|-------------------|--------------|---------|-----------------------------------|------------------------------|-----------------------------------|------------------------------|
| SBT         | 53410             | 00211        |         | <b>SW/WC SERVICE COOPERATIVES</b> |                              | <b>Check</b>                      |                              |
|             |                   |              | E 01    | 005 257 000 000 305               | Wide Area Network Consortium | \$9,045.60                        |                              |
|             |                   |              | E 01    | 005 257 000 000 305               | Remote Backup                | \$9,291.07                        |                              |
|             |                   |              | E 01    | 005 257 000 000 305               | Technology Integration       | \$1,077.33                        |                              |
|             |                   |              | E 01    | 005 257 000 000 305               | Cybersecurity Service        | \$503.16                          |                              |
|             |                   |              | E 01    | 005 257 000 000 305               | Tech Support                 | \$1,985.08                        |                              |
|             |                   |              | E 01    | 300 211 000 000 390               | STARRS Online Academy        | \$3,000.00                        |                              |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>52602</b> | Invoice | <b>Invoice No:</b>                | 5/31/26 Stmt                 | <b>6/9/2026</b>                   | <b>Paid Amt: \$27,816.26</b> |
|             |                   |              |         |                                   |                              | <b>Check Amount: \$27,816.26</b>  |                              |
|             |                   |              |         |                                   |                              | <b>Report Total: \$672,355.22</b> |                              |

**LEADERSHIP**

**REPORTS**

# MHS Activities and CE Report

June 2026

## Spring Activities

Baseball: 11-8 overall. 7-4 in conference. Fell to RTR in section elimination bracket

Softball: 18-7 Overall. 13-0 in conference-conference champs. Fell to Redwood in Section play-in

Track: 3 relays and 1 individual to State. Minneota kids excelled with most in their first year of competition

Golf: Great season. Girls finished 4th at sections. Boys Conference and Section champions. State Golf June 9-10 in Becker.

Clay Target- have their State qualifying shoot June 21 in Alexandria.

# MSHSL Participation Numbers

## Unduplicated participation numbers by grade 2025-26

| <b>Part 1:</b>  |   |          |    |
|---|---|----------|----|
| <b>Unduplicated Athlete Numbers on MSHSL Sports Teams</b>   |   |          |    |
| Review Annual MSHSL Participation Information Submission information sheet for clarification and definitions of what is needed in these fields. |   |          |    |
|   | <b>Unduplicated Male MSHSL Athletes on MSHSL Sports Teams</b>   | Grade 12 | 20 |
|   |   | Grade 11 | 25 |
|   |   | Grade 10 | 21 |
|   |   | Grade 9  | 25 |
|   |   | Grade 8  | 27 |
|   |   | Grade 7  | 26 |
|   | <b>Unduplicated Female MSHSL Athletes on MSHSL Sports Teams</b> | Grade 12 | 7  |
|   |   | Grade 11 | 18 |
|   |   | Grade 10 | 19 |
|   |   | Grade 9  | 16 |
|   |   | Grade 8  | 22 |
|   |   | Grade 7  | 20 |

# MSHSL Participation Numbers

Total participation numbers by activity 2025-26 (7-12)

| Sport/Activity         | Have a MSHSL Team | Male Participants | Female Participants |
|------------------------|-------------------|-------------------|---------------------|
| Cross Country, Boys    | COOP              | 5                 | 0                   |
| Cross Country, Girls   | COOP              | 0                 | 4                   |
| Football               | YES               | 94                | 1                   |
| Volleyball, Girls      | YES               | 0                 | 60                  |
| Basketball, Boys       | YES               | 55                | 0                   |
| Basketball, Girls      | YES               | 0                 | 40                  |
| Dance, High Kick       | COOP              | 0                 | 0                   |
| Dance, Jazz            | COOP              | 0                 | 0                   |
| Hockey, Boys           | COOP              | 2                 | 0                   |
| Hockey, Girls          | COOP              | 0                 | 1                   |
| Wrestling              | YES               | 32                | 0                   |
| Baseball               | YES               | 39                | 0                   |
| Golf, Boys             | YES               | 26                | 0                   |
| Golf, Girls            | YES               | 0                 | 6                   |
| Softball, Girls        | COOP              | 0                 | 24                  |
| Track and Field, Boys  | COOP              | 0                 | 14                  |
| Track and Field, Girls | COOP              | 10                | 0                   |
| One Act Play           | YES               | 4                 | 6                   |
| Speech                 | YES               | 8                 | 7                   |
| Visual Arts            | YES               | 0                 | 1                   |
| Clay Target            | YES               | 39                | 4                   |
| Robotics               | YES               | 10                | 3                   |

# Comparison of participation

## 5 year comparison of participation numbers

| 2021-22        |    | 2022-23        |    | 2023-24        |    | 2024-25        |    | 2025-26        |    |
|----------------|----|----------------|----|----------------|----|----------------|----|----------------|----|
| Boys XC        | 7  | Boys XC        | 8  | Boys XC        | 7  | Boys XC        | 6  | Boys XC        | 5  |
| Girls XC       | 3  | Girls XC       | 2  | Girls XC       | 5  | Girls XC       | 3  | Girls XC       | 4  |
| Football       | 84 | Football       | 94 | Football       | 92 | Football       | 96 | Football       | 95 |
| Volleyball     | 49 | Volleyball     | 58 | Volleyball     | 58 | Volleyball     | 58 | Volleyball     | 60 |
| Boys BB        | 47 | Boys BB        | 44 | Boys BB        | 49 | Boys BB        | 54 | Boys BB        | 55 |
| Girls BB       | 46 | Girls BB       | 41 | Girls BB       | 49 | Girls BB       | 41 | Girls BB       | 40 |
| Dance          | 8  | Dance          | 10 | Dance          | 6  | Dance          | 4  | Dance          | 0  |
| Wrestling      | 29 | Wrestling      | 34 | Wrestling      | 38 | Wrestling      | 32 | Wrestling      | 32 |
| Baseball       | 43 | Baseball       | 47 | Baseball       | 48 | Baseball       | 47 | Baseball       | 39 |
| Boys Golf      | 11 | Boys Golf      | 12 | Boys Golf      | 17 | Boys Golf      | 24 | Boys Golf      | 26 |
| Girls Golf     | 4  | Girls Golf     | 4  | Girls Golf     | 6  | Girls Golf     | 3  | Girls Golf     | 6  |
| Softball       | 31 | Softball       | 25 | Softball       | 28 | Softball       | 24 | Softball       | 24 |
| Boys T & F     | 8  | Boys T & F     | 3  | Boys T & F     | 5  | Boys T & F     | 3  | Boys T & F     | 14 |
| Girls T & F    | 7  | Girls T & F    | 4  | Girls T & F    | 3  | Girls T & F    | 7  | Girls T & F    | 10 |
| Speech         | 7  | Speech         | 10 | Speech         | 10 | Speech         | 18 | Speech         | 15 |
| Clay Target    | 6  | Clay Target    | 36 | Clay Target    | 35 | Clay Target    | 48 | Clay Target    | 43 |
| Robotics       | 10 | Robotics       | 13 | Robotics       | 12 | Robotics       | 12 | Robotics       | 13 |
| Musical        | 15 | Musical        | 28 | Musical        | 30 | Musical        | 35 | Musical        | 36 |
| Spring Play    | 7  | Spring Play    | 15 | One Act        | 10 | One Act        | 10 | One Act        | 10 |
| FCCLA          | 11 | FCCLA          | 14 | FCCLA          | 36 | FCCLA          | 38 | FCCLA          | 33 |
| FFA 26         | 26 | FFA 26         | 35 | FFA 26         | 38 | FFA 26         | 36 | FFA 26         | 31 |
| Knowledge Bowl | 11 | Knowledge Bowl | 6  | Knowledge Bowl | 6  | Knowledge Bowl | 13 | Knowledge Bowl | 12 |

### Summer Enrollment

Kindergarten: 37 (+2)  
Grade 1: 37 (+1)  
Grade 2: 33 (+1)  
Grade 4: 33 (+1)

# Elementary Updates

School Board Report

Nicolle Johnston

- **Playground/Grant Update**
- **Staffing**
- **Summer Literacy Challenge**
- **Curriculum, Instruction, and Assessment Updates**
- **PLC Update**



## Additional Grant Applications

- ❖ Otter Tail Power Foundation (\$5,000)

Total Raised from Fundraiser and two additional grants= \$24,221.16

**Total: 290,721.16**

**Grant: 180,000**

**Grant: 10,000**

**Grant: 5,000**


**Fundraiser: 9,221.16**

**PTA donation: 11,500**

**School board contribution: 75,000**



## Staffing Updates

- ❖ **1 resignation - Jadya Krier/Pre K Paraprofessional**
    - **3 applicants so far - two interviews conducted**
  - ❖ **Lucas Damm - PE (6th grade and high school)**
- 



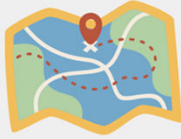
MINNEOTA ELEMENTARY

# VIKING READER PASSPORT

Vikings read anywhere. Vikings read everywhere. This summer, turn your favorite reading spots into a grand map of discovery and adventure.



CHOOSE ADVENTURES



TRACK YOUR ROUTE



CELEBRATE SUCCESS

No Reading Logs. No Minute Tracking.

- 1 Grab Your Passport** (passports will be emailed or you can pick them up in the office!)
- 2 Select an Adventure** (pick any prompt inside the passport booklet.)
- 3 Claim Your Travel Stamp** (once an adventure is complete, color in or decorate the custom stamp graphic.)
- 4 Return and Celebrate** (bring back passport book the first week of school.)



**BRONZE VIKING**  
10 ADVENTURES

Extra Class Recess  
drawing



**SILVER VIKING**  
20 ADVENTURES

Class Popsicle Party  
drawing



**GOLD VIKING**  
25 ADVENTURES

Class Ice Cream Party  
drawing



SUMMER ADVENTURES



READ OUTSIDE



READ AT THE LAKE



READ UNDER A TREE



READ BY A CAMPFIRE



READ IN A TENT



VIKING BONUS READING



READ IN ANOTHER TOWN OR CITY



READ UPSIDE DOWN



READ AT THE MINNEOTA PUBLIC LIBRARY



READ IN THE CAR



RECORD YOURSELF READING

# Curriculum and Instruction: Math



Minneota Public Schools  
Home of the Vikings  
Honor. Respect. High Expectations.

## MATH TEAM AGENDA

Tuesday, July 7, 2026 | 8:30-3:00 | Jared Josephson's Classroom

| Time        | Item   |
|-------------|--|
| 8:30-9:00   | Finalize essential standards (“power standards”)   |
| 9:00-9:30   | Crosswalk of essential standards   |
| 9:30-10:30  | Unwrap essential standards followed by unwrapping additional standards                               |
| 10:30-10:45 | Break  |
| 10:45-11:45 | Intro to Curriculum Rubric/share out of 3 curricula - GoMath, Bridges, Envision: <b>GoMath first</b> |
| 11:45-12:45 | Lunch break  |
| 12:45-1:30  | Bridges  |
| 1:30-1:45   | Break  |
| 1:45-2:30   | Envision   |
| 2:30-3:00   | Debrief/Wrap-Up  |

### Math Team

Diane Gillingham  
Sarah Stassen  
Jared Josephson  
Kaley Buysse  
Emily Citterman  
Al Panka  
Marcus Winter

Heather and Nicolle

# Curriculum, Instruction, and Assessment: K-3 Screening Results in Reading

|   |                      | <b>Above benchmark</b> | <b>On Target</b> | <b>Below Benchmark</b> | <b>Overall Proficiency</b> |
|---|----------------------|------------------------|------------------|------------------------|----------------------------|
| K | Fall (38 students)   | 0                      | 27 (71%)         | 11 (29%)               | 71%                        |
| K | Spring (36 students) | 8 (22%)                | 20 (55.6%)       | 8 (22%)                | 77.6%                      |
| 1 | Fall (31 students)   | 0                      | 13 (41.9%)       | 18 (58%)               | 41.9%                      |
| 1 | Spring (32 students) | 0                      | 17 (53%)         | 15 (46.8%)             | 53%                        |
| 2 | Fall (45 students)   | 6 (13.3%)              | 27 (60%)         | 12 (26.7%)             | 73.3%                      |
| 2 | Spring (45 students) | 12 (26.7%)             | 23 (51.1%)       | 10 (22.2%)             | 77.8%                      |
| 3 | Fall (33 students)   | 15 (45.5%)             | 7 (21.2%)        | 11 (33.3%)             | 66.7%                      |
| 3 | Spring (32 students) | 16 (50%)               | 11 (34.4%)       | 5 (15.6%)              | 84.4%                      |

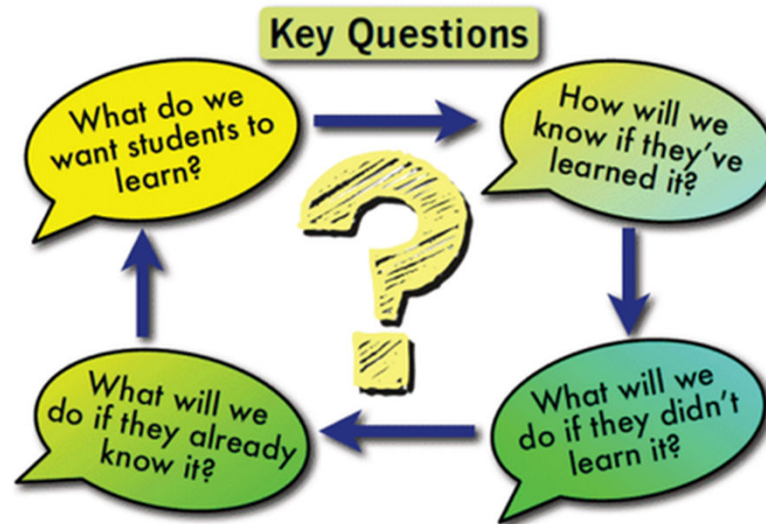
# PLC Conference and Updates

## Learning by Doing FOURTH EDITION

Over 1 MILLION Copies Sold

A Handbook for Professional Learning Communities at Work®

Richard DuFour  
Rebecca DuFour  
Robert Eaker  
Thomas W. Many  
Mike Mattos  
Anthony Muhammad



# Upcoming Dates

- ❖ July 7th: Math Curriculum Standards Meeting
- ❖ July 14th: SpEd programming and para scheduling
- ❖ July 20th: Summer School/Bounce Back



# SUPERINTENDENT'S REPORT

## GENERAL INFORMATION



Busy Summer



School Board Committees



MRVED Strategic Planning/Forward Look



AFSCME Tentative Agreement



2026-2027 LTFM Planning



Printers and Copiers



# SUPERINTENDENT'S REPORT

## SEMESTER TWO



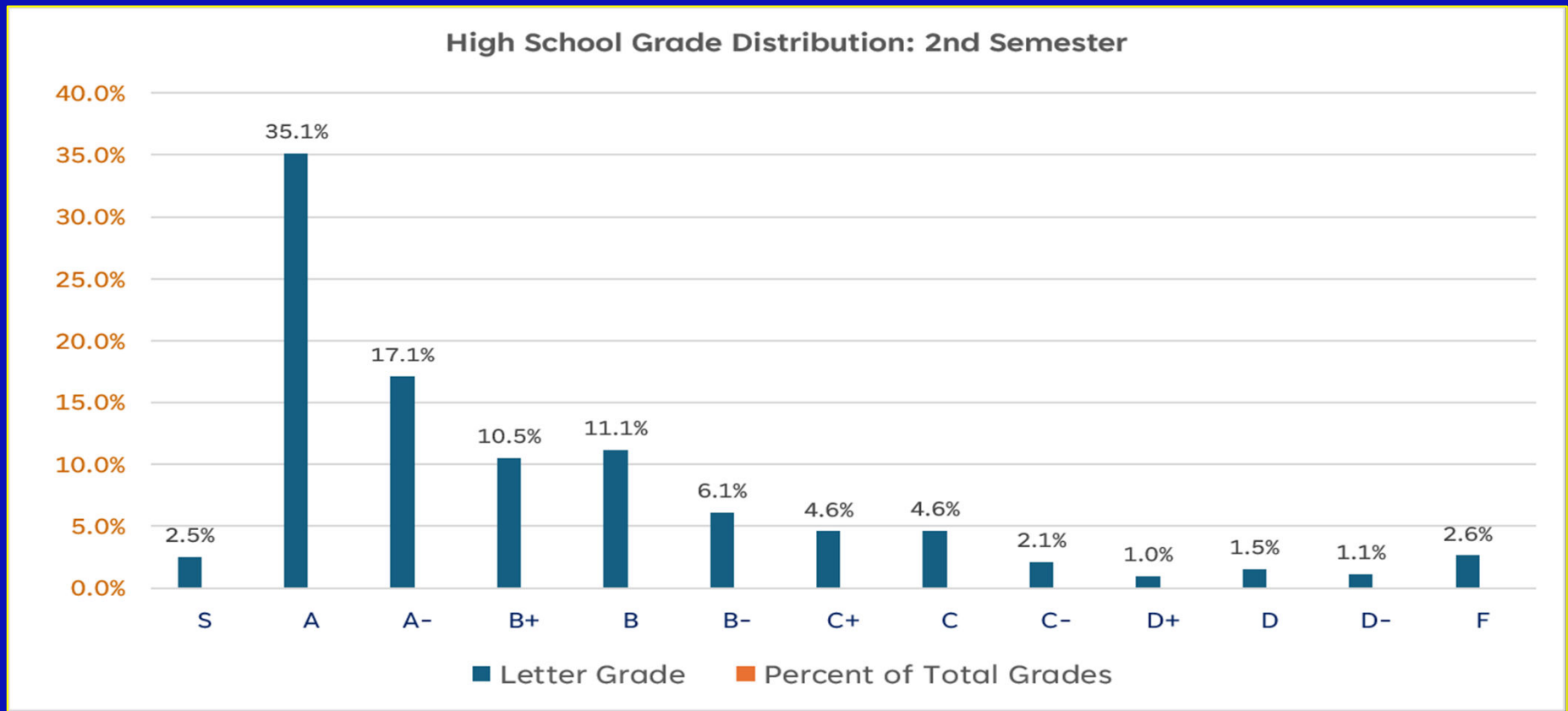
Districtwide/PreK-12 Students Attendance = 94.98%

- PreK-6<sup>th</sup> Grade = 94.95% (-1.94%)
  - 1<sup>st</sup> Grade = 95.66% (-1.73%)
  - 29 Students With No Absences = 9.4% (-10.3%)
  - 284 Students With No Tardies = 92.5% (+20.5%)
- 7<sup>th</sup> -12<sup>th</sup> Grade = 95.00% (-1.15%)
  - 7<sup>th</sup> Grade = 95.80% (-1.18%)
  - 33 Students With No Absences = 10.8% (-8.3%)
  - 176 Students With No Tardies = 57.8% (+32.1)



# SUPERINTENDENT'S REPORT

## SEMESTER TWO



# SUPERINTENDENT'S REPORT

## LEGISLATIVE SESSION: GOOD AND BAD

### Good...

- ✓ Anonymous threat reporting
- ✓ Compensatory “hold harmless”
- ✓ Education funding avoided major cuts/reductions
- ✓ Operating capital can now be used to pay utilities
- ✓ READ Act training exemption
- ✓ \$31.7 million one-time spending [*i.e., mental health grants; anonymous reporting*]

**Tuesday, January 17, 2027**

### Bad...

- ✓ Legislative Budget Office annual district health insurance survey
- ✓ Reemployed TRA annuitant district contributions

### Unsure...

- ✓ Anonymous threat reporting
- ✓ Permanent School Fund ballot question [*\$68 - \$96 per pupil with \$0 tax impact*]
- ✓ 43 departing members

# SUPERINTENDENT'S REPORT

## AUGUST 11, 2026 ELECTION

- ✓ School Board Marketing and Communications Committee weekly planning meeting
- ✓ Informational meetings
- ✓ Website
- ✓ Informational video #2
- ✓ Display boards
- ✓ You **can** get involved and advocate...
- Debt structure talking points
  - 1) **Over \$11 million saved going from 25- to 20-year bonds**
  - 2) **Over \$2 million saved due to a smaller project request**
  - 3) **Over \$2.5 million saved with proposed debt structure**





# August 11, 2026 Referendums

## Question #1

Q1  
3.3.20.26



Conceptual Floor Plan



### Learning Spaces

**NEW ADDITION INCLUDES:**

- 1 Two classrooms
- 2 Multiple breakout spaces
- 3 Rooms for Speech Language Pathologist, Special Education, and Developmental Adapted Physical Education

**RENOVATION INCLUDES:**

- 4 Creation of High School breakout spaces
- 5 Creating a Conference room
- 6 Creation of life skills lab
- 7 Stage improvements including addition of controls, speakers, removable stage extension with stair access

**SAFETY & SECURITY INCLUDES:**

- 8 Storm Shelter (as mandated by State building codes)
- 9 ADA Accessibility (ADA lift for stage)
- 10 Fall protection rubber surface for playground



### Building Maintenance

- Upgrade building controls and software
- Refurbish roof top units, including ventilation and exhaust upgrades
- Add new summer boiler and 2000 gallon propane tank
- Replace existing chiller and add cooling to Career and Technical Education area
- Replace kitchen ventilation unit and add cooling
- Replace dust collector in woods shop
- Electrical panel and distribution upgrades
- Improve Vikings gym by adding power and microphones
- Replace high priority roof sections with adhered rubber roofs
- Building envelope improvements, including: masonry upgrades, high priority windows and exterior doors replacement
- Parking lot and sidewalk replacement including a new sidewalk on southeast side of school
- Site drainage improvements



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Learn about our needs and tour the school.

**JUL 15 6pm**  
Conference Room

**JUL 27 6pm**  
Conference Room



# August 11, 2026 Referendums

## Question #2

Q2



Conceptual Floor Plan



## Athletics & Activities

### NEW ADDITION INCLUDES:

- 1 New cafeteria/practice gym, restrooms, and storage
- 2 New multi-purpose/ wrestling room with storage, coiling door, and wrestling mat hoist.

### RENOVATION INCLUDES:

- 3 Choir Room: Convert existing weight room into choir room with office, storage, risers, and acoustical treatments
- 4 Multi-purpose/ Theater Support Room: Convert existing choir room into multi-purpose/ theater support space
- 5 Weight Room: Convert existing multi-purpose/ wrestling room into weight room, rubber floor, and coiling door
- 6 Reconfigure kitchen to open to new cafeteria/practice gym

### SAFETY & SECURITY INCLUDES:

Add ADA access from parking lot to Varsity softball



## Vote on or before 8.11

- June 26<sup>th</sup> - Early in-person voting begins
- August 10<sup>th</sup> - Early voting ends
- August 11<sup>th</sup> - Polls are open 8 am - 8 pm
- Visit [sos.mn.gov/elections-voting](https://sos.mn.gov/elections-voting) to check your:
  - Voter Registration
  - Polling Place Location
  - Absentee Ballot Information



### WHAT IS ON THE BALLOT?

#### QUESTION #1:

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?

#### QUESTION 2:

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 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 multipurpose room including storage, reconfigure existing kitchen, construction of new cafeteria/practice gym, restrooms and storage?



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**JUL 15**  
 6pm  
 Conference Room

**JUL 27**  
 6pm  
 Conference Room

**CONSENT**

**AGENDA**

# MINNEOTA PUBLIC SCHOOLS – ISD #414

## MAY 13, 2026 SCHOOL BOARD REGULAR MEETING MINUTES

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A Regular Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, May 13, 2026 at 5:35 pm in the Conference Room.

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

Motion by Buysse, 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 provided the monthly financial report.

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

Board committee reports and administrative reports were reviewed.

Motion by Skorczewski, second by Buysse, to approve the Consent Agenda as amended. Motion carried unanimously.

Motion by Buysse, second by Coequyt, to approve the 2<sup>nd</sup> reading of four (4) policies and two (2) procedures. Motion carried unanimously.

Motion by Hennen, second by Skorczewski, to approve a resolution for governmental lease-purchase agreement number 20000050451. Motion carried unanimously by roll call vote, with Coequyt, Buysse, Hennen, Thostenson, Skorczewski, and Runia voting yes.

Motion by Skorczewski, second by Coequyt, to approve a memorandum of agreement with the City of Minneota. Motion carried unanimously.

Motion by Buysse, second by Skorczewski, to approve a resolution for acceptance of gifts, donations, and grants. Motion carried unanimously by roll call vote, with Coequyt, Buysse, Hennen, Thostenson, Skorczewski, and Runia voting yes.

One (1) policy and three (3) procedures were read for the 1<sup>st</sup> time, but no action was taken.

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

There being no further business, the meeting was adjourned at 6:21 pm.

Respectfully submitted,

---

Martin Hennen, Clerk



# Minneota Public School District District Procedures

Adopted: April 2024

Revised: July 2026

## DISTRICT PROCEDURES: NON-LICENSED STAFF – HIRING, HOURS, AND BENEFITS

### I. PURPOSE

The purpose of these procedures is to provide details regarding hiring, hours, and other benefits for non-licensed staff.

### II. DEFINITIONS

- A. Full-Time Employee: An employee who is employed for the calendar year and not a school year.
- B. Part-Time Employee: Any employee who is hired to work less hours or days than the full-time equivalent of a school year or who is hired to work less hours or days than a full-time employee.
- C. Proration: Employees considered as part-time shall receive prorated benefits based on the benefits received by full-time employees.

### III. EMPLOYMENT OF ALL CLASSIFIED PERSONNEL

- A. When there is a need to hire a person for a classified position in the Minneota School system, it shall first be advertised [at a minimum] on the school website, on any appropriate online job boards, and also in the official newspaper of the district.
- B. Applicants selected for interviews shall be interviewed by the supervising Principal and/or Superintendent as necessary, whose recommendations shall be considered by the Board.
- C. Upon approval by the Board, the new employee shall serve a period of three months' probation. During the probationary period, the employee's job performance shall be evaluated by his or her immediate supervisor. If the job performance is rated unsatisfactory, the Superintendent shall ~~so~~ report to the Board, and the employee may be discharged immediately.
- D. If at any time, the job performance or attitude of any employee is felt to be unsatisfactory, he or she shall be so informed by the Superintendent in writing.
- E. If such performance or attitude does not improve, the Superintendent shall ~~so~~ report to the Board and recommend terminating the employee. The employee may be discharged immediately by the Superintendent.

- F. An employee must give two weeks' notice prior to leaving a position. An employee absent without leave (written permission from the Superintendent) may be terminated immediately.
- G. Classified positions include: Activities Director/Community Education Coordinator, Business Manager, Technology Coordinator, Director of Buildings and Grounds, Custodians, Food Service Director, Food Service Staff, Administrative Assistants, School Nurse, District Assessment Coordinator, Head Cook, Cook's Helpers, Secretaries, and any other non-certified personnel.

#### IV. HOURS/DAYS/RATES/FRINGE BENEFITS

- A. Rates of Pay for those classified staff on the CWC Scale are set by the School Board in compliance with Comparable Worth, and those others off scale are looked at separately.
- B. Custodians shall earn \$0.50 per hour for each boiler license that they earn.
- C. Food Service staff shall be entitled to reimbursement of up to \$200 annually for shoes.
- D. Hours of Employment: Each employee will work up to a 40-hour week, with overtime pay as required by law. Employees shall submit clock their hours on the district's automated timeclock system. Overtime will only be paid when specifically authorized by the Superintendent in advance of the overtime being worked.
- E. Employees who work 52 weeks per year and at least 2080 hours are considered full-time employees.
- F. Holidays for full-time employees: New Year's Day, New Year's Eve, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- G. Vacation for full-time employees:
  - i. Full-time employees earn ten (10) days of paid vacation per year on July 1st of each year.
  - ii. Every year after five (5) years of employment with the district, an additional day of vacation is granted up to a maximum of 20 days.
  - iii. Vacations shall be staggered so that at least one custodian and one secretary are on duty each weekday.
  - iv. Up to three days of vacation may be carried over from the previous year.
  - v. Any full-time classified staff member must have advance approval from their supervisor and administration to ensure that vacation is spread out in a timely fashion throughout the calendar year.
  - vi. All year round, non-certified staff cannot use more than ten (10) vacation and/or personal days total during the months of May and June.
  - vii. Any vacation days beyond the three (3) allowed to be carried over by ~~th~~ these procedures will be forfeited as of July 1 of that year.

- H. New Hires: An employee hired in the middle of a fiscal year will accrue paid vacation time at a rate of 6.67 hours per month until they have been employed for a full fiscal year (July 1 to June 30). At that time, they will receive their vacation in a lump sum on July 1.
- I. For all part-time employees, each employee will be allowed the equivalent of (up to) three (3) workdays to replace any hours that may be missed due to weather or sports.
- J. Sick Leave
  - i. Full-Time Employees: 12 hours (FTE) per month accumulative to 480 hours for all classified personnel. Sick leave may be used for an employee's own illness or injury, illness, or injury of his/her child, and due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, or stepparent.
  - ii. Part-Time Employees: 7 hours (FTE) per month accumulative to 420 hours for all classified personnel. (Proportional days for part-time employees.) Sick leave may be used for child illness per federal law.
- K. Personal Leave: Two (2) days of personal leave, which will be deducted from employees' accumulated sick leave.
- L. ESST Leave: As of January 1, 2024, and thereafter, the first forty-eight (48) hours of sick leave accrued will be designated as ESST.
  - i. Full-Time Employees: 48 hours (FTE) per year accumulative to 80 hours for all classified personnel. ESST hours will accrue 1 hour for every 30 hours worked.
  - ii. Part-Time Employees: 48 hours (FTE) per year accumulative to 80 for all classified personnel ESST hours will accrue 1 hour for every 30 hours worked,
  - iii. ESST leave may be used for the following people:
    1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
    2. their spouse or registered domestic partner;
    3. their sibling, stepsibling, or foster sibling;
    4. their biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
    5. their grandchild, foster grandchild, or step-grandchild;
    6. their grandparent or step-grandparent;
    7. a child of a sibling of the employee;
    8. a sibling of the parents of the employee;
    9. a child-in-law or sibling-in-law;
    10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
    11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
    12. up to one individual annually designated by the employee.

M. Minnesota Paid Leave [MN Paid Leave]:

- i. Use: Effective January 1, 2026, Minnesota Paid Leave will provide partial wage replacement and job protections to eligible employees.
- ii. Request: When this program is implemented, all eligible employees shall follow the process prescribed by the State of Minnesota to request leave.
- iii. Premiums: Upon implementation, as prescribed by statute, the School District will begin deducting the employee portion of the premiums from wages and submitting the wage deductions to the State of Minnesota. The default employee portion is fifty percent [50%] of the premium costs. Any subsequent changes in premium will be split with the employer paying fifty percent [50%] and the employee paying fifty percent [50%].
- iv. Supplemental Benefits: Employees may not use available leave to supplement the partial wage replacement benefits received from the MN Paid Leave program.

M.N. Bereavement or Immediate Family Medical Leave:

- i. Full-Time Employees: Six days for death of an immediate family member deducted from sick leave. Immediate Family is defined as a father, mother, brother, sister, spouse, child, aunt, uncle, grandparents, niece, nephew, or grandchildren of the employee and employee's spouse.
- ii. Part-Time Employees: Six days for death or family medical emergency of an immediate family member deducted from sick leave. Immediate Family is defined as a father, mother, brother, sister, spouse, child, aunt, uncle, grandparents, niece, nephew, or grandchildren of the employee and employee's spouse.

N.O. Additional Personal Leave Days without pay may be granted by the Superintendent. Advance approval of unpaid personal leave days is required.

O.P. Comp Time:

- i. Comp time shall be in lieu of pay and agreed to – in advance – by both the employee and the ~~Supervisor~~ Superintendent for any time worked outside of an employee's regularly-scheduled hours. The District will provide a form for tracking and approval. Comp time shall be accrued hour for hour for hours worked up to forty (40) hours.
- ii. In cases of compensatory time off, the District and the affected employee shall make a mutual and reasonable effort so that the employee can take the compensatory time off within twelve (12) months of the worked overtime.

P.Q. Insurance:

- i. The District shall contribute \$~~8,9659,410~~ for family and \$7,~~455100~~ for single toward medical insurance for full-time employees that qualify for the policy carried by the District.
- ii. A school employee who retires prior to the age of 65 is eligible to participate in the District's group insurance program, if permitted under the insurance policy provisions. The retired employee shall pay the entire premium for such programs as the employee wishes to retain upon retirement.
- iii. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

Q.R. Jury Service: A support staff member who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

# 2026-2027 CWC Schedule

| <b>CWC Schedule 2026-2027</b>   |              |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|
| <b>STEP</b>   | <b>CWC-1</b> | <b>CWC-2</b> | <b>CWC-3</b> | <b>CWC-4</b> | <b>CWC-5</b> |
| <b>0</b>  |              | \$ 18.43     | \$ 19.53     | \$ 20.62     | \$ 21.72     |
| <b>1</b>  | \$ 15.39     | \$ 18.61     | \$ 19.71     | \$ 20.81     | \$ 21.90     |
| <b>2</b>  | \$ 15.57     | \$ 18.79     | \$ 19.90     | \$ 20.99     | \$ 22.08     |
| <b>3</b>  | \$ 15.74     | \$ 18.98     | \$ 20.08     | \$ 21.17     | \$ 22.26     |
| <b>4</b>  | \$ 15.92     | \$ 19.16     | \$ 20.26     | \$ 21.35     | \$ 22.45     |
| <b>5</b>  | \$ 16.10     | \$ 19.34     | \$ 20.44     | \$ 21.54     | \$ 22.63     |
| <b>6</b>  | \$ 16.27     | \$ 19.53     | \$ 20.62     | \$ 21.72     | \$ 22.81     |
| <b>7</b>  | \$ 16.45     | \$ 19.71     | \$ 20.81     | \$ 21.90     | \$ 22.99     |
| <b>8</b>  | \$ 16.62     | \$ 19.90     | \$ 20.99     | \$ 22.08     | \$ 23.17     |
| <b>9</b>  | \$ 16.80     | \$ 20.08     | \$ 21.17     | \$ 22.26     | \$ 23.36     |
| <b>10</b>   | \$ 16.98     | \$ 20.26     | \$ 21.35     | \$ 22.45     | \$ 23.55     |
| <b>11</b>   | \$ 17.15     | \$ 20.44     | \$ 21.54     | \$ 22.63     | \$ 23.73     |
| <b>12</b>   | \$ 17.34     | \$ 20.62     | \$ 21.72     | \$ 22.81     | \$ 23.91     |
| <b>13</b>   | \$ 17.51     | \$ 20.81     | \$ 21.90     | \$ 22.99     | \$ 24.10     |
| <b>14</b>   | \$ 17.69     | \$ 20.99     | \$ 22.08     | \$ 23.17     | \$ 24.28     |
| <b>15</b>   | \$ 17.87     | \$ 21.17     | \$ 22.26     | \$ 23.36     | \$ 24.46     |
| <b>16</b>   | \$ -         | \$ -         | \$ -         | \$ 23.72     | \$ 25.04     |
| *Employees must be at step 15 for three years before going to step 16 |              |              |              |              |              |

## 2026-2027 At-Will Employees Proposed Compensation and Benefits Detailed

| Last Name   | First Name | Staff "Group" | Position  | Step | Hours Per Day | Days | 2026-2027 Hourly Pay | 2026-2027 Compensation |           |
|-------------|------------|---------------|---|------|---------------|------|----------------------|------------------------|-----------|
| Johnston    | Nicolle    | Admin         | Elementary Principal                                |      | 225           |      |                      | \$ 106,000             |           |
| Bagley      | Sue        | VLT           | Food Service Director                               |      | 8             | 200  | \$ 31.50             | \$ 50,406              |           |
| Engler      | Les        | VLT           | Buildings & Grounds Director                        |      | 8             | 260  | \$ 33.75             | \$ 70,203              |           |
| Myrvik      | Patty      | VLT           | Activities Director/Community Education Coordinator |      | 8             | 208  | \$ 35.73             | \$ 59,450              |           |
| Shultz      | Devan      | VLT           | Technology Director/AI Coordinator                  |      | 8             | 260  | \$ 34.60             | \$ 71,977              |           |
| Skorczewski | Tara       | VLT           | Business Manager                                    |      | 8             | 260  | \$ 39.56             | \$ 82,276              |           |
| Cuevas      | Greg       | Custodians    | Custodian   |      | 8             | 260  | \$ 25.92             | \$ 53,914              |           |
| Fox         | Scott      | Custodians    | Custodian   |      | 8             | 260  | \$ 24.02             | \$ 49,962              |           |
| Vershelde   | Dale       | Custodians    | Custodian   |      | 8             | 260  | \$ 24.56             | \$ 51,085              |           |
| Larson      | Keven      | Custodians    | Grounds Maintenance                                 |      | 560 Hours     |      | \$ 23.90             | \$ 13,384              |           |
| Larson      | Keven      | Custodians    | Summer Custodial                                    |      | 350 Hours     |      | \$ 17.90             | \$ 6,265               |           |
| Breyfogle   | Allyson    | Office        | High School Administrative Assistant                |      | 8             | 260  | \$ 28.58             | \$ 59,446              |           |
| Sorensen    | Shannon    | Office        | Elementary Administrative Assistant                 |      | 8             | 200  | \$ 21.97             | \$ 35,154              |           |
| Schroepfer  | Jolene     | Open          | Daily-Permanent Substitute                          |      | 7             | 176  | \$ 23.17             | \$ 28,551              |           |
| Knutson     | Barb       | Assessments   | District Assessment Coordinator                     |      |               |      |                      | \$ 14,664              |           |
| Gorecki     | Sara       | Nurses        | School Nurse  |      | 450 Hours     |      | \$ 42.29             | \$ 19,031              |           |
| Muhl        | Whitney    | Nurses        | School Nurse  |      | 8             | 180  | \$ 41.44             | \$ 59,668              |           |
| Husted      | Mikayla    | Food Service  | Ala Carte/Breakfast                                 |      | 4             | 6.5  | 179                  | \$ 20.26               | \$ 23,573 |
| Jennen      | Kira       | Food Service  | Cooks' Helper                                       |      | 2             | 6.5  | 179                  | \$ 19.90               | \$ 23,149 |
| Vershelde   | Jackson    | Food Service  | Cooks' Helper                                       |      | 2             | 6.5  | 179                  | \$ 19.90               | \$ 23,149 |
| Voit        | Ranee      | Food Service  | Assistant Cook                                      | 12   | 6.5           | 179  | \$ 21.72             | \$ 25,268              |           |

# Fundraiser Requests – June 2026

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| <b>Group</b> | <b>Fundraiser</b> | <b>Details</b>              | <b>For What</b>                 | <b>When-Timing</b> | <b>Staff Member(s)</b> |
|--------------|-------------------|-----------------------------|---------------------------------|--------------------|------------------------|
| Junior Class |                   | No Sale Calendar Fundraiser | Prom and 2028 Senior Class Trip | August 2026        | Shannon Sorensen       |

**MINNEOTA PUBLIC SCHOOL DISTRICT #414**  
**ELEMENTARY SCHOOL PRINCIPAL/CURRICULUM DIRECTOR**

The Board of Education of Independent School District No. 414 of Minneota, Minnesota at a meeting held on the 17<sup>th</sup> day of June, 2026, enters into this agreement with Ms. Nicolle Johnston, who agrees to serve as the Elementary School Principal/Curriculum Director. The above-named administrator shall faithfully perform the services prescribed by the Board of Education, or its Superintendent, during the life of this contract for an annual salary, payable in equal installments, as indicated below.

The Board of Education agrees to pay Ms. Nicolle Johnston the following salary and rate per duty day:

2026-2027: \$106,000 annually

2027-2028: \$110,000 annually

The annual salary shall be paid in 24 equal installments payable by the 10th and 25th of each month beginning in July, 2026, of the contract year.

This contract is subject to the following provisions, agreed to and adopted by the Board of Education for the school year 2026-2027 and the school year 2027-2028.

**Section I**     Appropriate Licensure: The Elementary Principal/Curriculum Director shall furnish the District, throughout the entirety of this Contract, a valid and appropriate license to act as Principal in the State of Minnesota, as provided by applicable laws, rules, and regulations.

**Section II**     Duty Year and Duty Days

Subd. 2.1 Duty Year: The Elementary Principal/Curriculum Director's duty year shall consist of 225 days.

Subd. 2.2 Scheduling of Duty Days: The School Board shall establish the school year calendar for each school year. The duty day schedule for the Elementary Principal/Curriculum Director shall be subject to the approval of the Superintendent. The Elementary Principal/Curriculum Director shall perform services on those days as determined by the Superintendent, including those legal holidays on which the School Board is authorized to conduct school and, pursuant to such authority, has determined to conduct school.

Subd. 2.3 Non-Duty Days: Unless otherwise approved, in writing, by the Superintendent, all non-duty time to which the Elementary Principal/Curriculum Director is entitled for in a given contractual year shall be taken by the following August 1st.

Subd. 2.4 Duty Days – Normal Duty Days:

- 2.4.1: The Elementary School Principal/Curriculum Director shall normally be on duty during the period established as the teacher's basic duty day at their building of responsibility.
- 2.4.2: The Elementary School Principal/Curriculum Director, because of managerial and leadership duties and responsibilities, agrees to commit whatever time is necessary to accomplish such managerial and leadership duties and responsibilities.
- 2.4.3: The Elementary School Principal/Curriculum Director is allowed to work extra-duty positions and receive the approved duty compensation.

Subd. 2.5 School Closings: In the event a duty day(s) is lost for any reason, the Elementary Principal/Curriculum Director shall perform duties on such other day(s) in lieu thereof as the Superintendent shall determine. In the event that Elementary Principal/Curriculum Director duty day(s) are not rescheduled, the Elementary Principal/Curriculum Director's compensation shall be reduced in the amount of 1/235 of the Elementary Principal/Curriculum Director's basic salary, unless the Elementary Principal/Curriculum Director is on a paid leave of absence.

### **Section III**      Group Insurance and Other Compensation

**Subd. 3.1 Health and Hospitalization Insurance:** The School District shall provide the Elementary School Principal/Curriculum Director and the Elementary School Principal/Curriculum Director's dependents with health and hospitalization coverage under the School District's group plan. The School District shall contribute the sum of the total cost of the family health insurance premium.

*Final Regulations have not been issued under many provisions of the Patient Protection and Affordable Care Act (ACA). This creates considerable uncertainty regarding the Employer's financial obligations. This agreement may be reopened, and all material terms of compensation, hours, and fringe benefits (including health benefits) may be subject to negotiations and changes as reasonably necessary to comply with the ACA and to address any increase in cost that the ACA may require.*

#### **Subd. 3.2 General Liability**

**3.2.1:** The District shall carry a general liability insurance policy as required by Minnesota Statutes.

**3.2.2:** The District shall carry "errors and omissions" insurance coverage in an amount not less than that in effect at the signing of this contract.

**Subd. 3.3 Annuity Contribution:** The District will contribute up to \$3,000 a year for 2026-2027 and for 2027-2028.

**Subd. 3.4 Mileage:** The Elementary School Principal/Curriculum Director will be allowed to use their own personal vehicle when attending district functions, approved staff development activities, meetings, and conferences. The mileage will be reimbursed at the current IRS established rate of pay.

### **Section IV**      Professional Memberships, Dues, and Development

**Subd. 4.1 Association Dues:** While this agreement is in effect, the school district shall contribute the full amount toward Association Dues for one national and one state professional association for the Elementary Principal portion and one national and one state professional association for the Curriculum Director portion.

**Subd. 4.2 Conferences and Meetings:** The School District shall pay all legally valid expenses and fees for the Elementary Principal's/Curriculum Director's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the Superintendent. The Elementary Principal/Curriculum Director may periodically report to the School Board relative to all meetings and conferences attended. The Elementary Principal/Curriculum Director shall file itemized expense statements to be processed and approved by the Superintendent per District policies and procedures and by law.

### **Section V**      Paid Absences

**Subd 5.1 Sick Leave/Earned Sick and Safe Time (ESST):** The Elementary School Principal/Curriculum Director shall earn sick leave at the rate of 16½ days per year (1½ days per month August through June). ESST leave will accrue at a rate of 1 hour for every 30 hours worked. A day shall be defined as the Elementary School Principal/Curriculum Director's normal working day.

**Subd 5.2 Accumulation:** Unused sick leave shall accumulate to a maximum credit of one hundred-fifty (150) days. ESST hours may accumulate to forty-eight (48) hours each year, with a maximum of eighty (80) hours. Accrued unused sick and ESST leave may be carried over to the next school year but remain subject to the maximum accruals.

Subd 5.3 Use:

- 5.3.1: Sick leave with pay shall be allowed by the School Board whenever the Elementary Principal/Curriculum Director's absence is found to have been due to personal illness, or illness of a child for such reasonable periods as the principal's attendance may be necessary on the same terms the principal is able to use sick leave benefits for the principal's own absence, or a medical appointment that cannot be scheduled outside of the school day which prevented attendance at school and performance of duties on that day or days.
- 5.3.2 ESST: During each school year, forty-eight (48) hours of sick leave accrued shall be designated as ESST. ESST shall be allowed whenever an employee's absence is found to have been due to reasons set forth in Minnesota Statutes, section 181.9447. ESST may be used in increments of no less than fifteen (15) minutes.

Subd 5.4: Documentation:

- 5.4.1: The Board of Education may require the Elementary School Principal/Curriculum Director to furnish a medical certificate from a qualified physician as evidence of personal illness, indicating such absence was due to illness, in order to qualify for sick leave pay.
- 5.4.2 ESST: When permissible by law, the School District may require an employee to furnish documentation indicating any absence in excess of three (3) consecutive days was due to a qualifying event pursuant to Subdivision 3(2.) of this Section, in order to receive ESST pay. The employee will be advised when documentation is required.

Subd 5.5: Leave will be deducted from accumulated ESST first if the request falls under ESST and sick leave and until ESST is exhausted. Once ESST has been exhausted, additional sick leave taken shall be deducted from the employees' accumulated, unused sick leave if the employee has such leave available. Sick leave allowed shall be deducted from the accrued sick leave earned by the Elementary School Principal/Curriculum Director.

Subd 5.6 Personal Leave: A maximum of five (5) days per year shall be granted to be used for personal business. These days shall not carry over into the next year and must be used by the following August 1.

- 5.6.1: The Elementary School Principal/Curriculum Director shall complete a personal leave request notifying the Superintendent at least twenty-four (24) hours in advance of the intent to use a personal leave day. In the event that a twenty-four (24) hour notice is not possible the Elementary Principal/Curriculum Director shall notify the Superintendent, or a representative of the Board of Education, and a leave request form shall be completed as soon as the Elementary Principal/Curriculum Director returns.

Subd 5.7 Leave for Bereavement of Family, Medical Emergency: The Elementary School Principal/Curriculum Director shall be granted six (6) days of leave in the event of death or medical emergency in the immediate family non-accumulative, with the used days to be deducted from sick leave. Immediate family is defined as father, mother, brother, sister, spouse or child, grandparents, or grandchildren or in-laws of a similar degree of relationship of the employee and employee's spouse. Bereavement leave also includes aunts and uncles of the employee and employee's spouse.

Subd. 5.8 Flex Days: The Elementary School Principal/Curriculum Director shall have 2 flex days to use per year non-accumulative on teacher workdays. These days can be substituted for a non-teacher contract day without the use of leave. These flex days must have prior approval by the Superintendent of Schools and cannot be used on the first or last teacher workday of the school year.

Subd. 5.9 Jury Duty: If the Elementary Principal/Curriculum Director is called for jury duty they shall continue to receive their regular pay with any compensation received while on jury duty being turned over to the school district.

Subd. 5.10 Court Hearings: If the Elementary School Principal/Curriculum Director is subpoenaed by a court as a defendant or witness as the result of performing management duties and responsibilities, they shall continue to receive their regular pay with any witness fees received from the court being turned over to the school district. This shall not apply to court cases initiated by the Elementary Principal/Curriculum Director against the School District.

Subd. 5.11 Worker's Compensation: Pursuant to M.S. 176, a principal injured on the job in the service of the school district and collecting workmen's compensation insurance shall draw sick leave and receive full salary from the school district the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Subd. 5.12 Restriction: Any absence not referred to in the preceding leaves will be construed as Absence without Leave. The Principal/Curriculum Director absent without leave will be terminated either immediately or at the end of the school year at the discretion of the School Board.

**Section VI**      Unrequested Leave of Absence: This is at the discretion of the School Board.

**Section VII**    Grievance Procedure:

Subd. 7.1: Grievance is defined as a disagreement as to the interpretation or application of any term or terms of this agreement and/or job description maintained by the school district.

Subd. 7.2: Days shall be defined as calendar days.

Subd. 7.3 Procedure: Grievances as defined in subd. 7.1 shall be settled in the following manner. The steps set forth must be followed in the order listed within the time limits prescribed.

7.3.1    Step 1: The grievance shall be orally presented to the Personnel Committee within 14 days after the Elementary Principal/Curriculum Director knew or should have known of the alleged violation. If a settlement is not reached within 5 days after oral presentation to the Personnel Committee the grievance shall be reduced to writing in a clear statement of the issues involved. This shall be transmitted to the Chairperson of the School Board for handling in accordance with Step 2.

7.3.2    Step 2: The Board Chair shall establish a Step 2 meeting with the aggrieved and the School Board. The Step 2 meeting shall be held within 10 days after the Elementary School Principal/Curriculum Director has appealed from Step 1. The time and place for meeting under Step 2 shall be at the discretion of the School Board. The School Board shall prepare a report of the meeting, together with a written disposition of the matter and forward copies thereof to the Elementary School Principal/Curriculum Director within 10 days after the Step 2 meeting.

Subd. 7.4: If agreement is not reached at Step 2, then any other procedures open to said Elementary Principal/Curriculum Director shall be according to law. Grievance cases shall be as confidential as possible.

**Section VIII**    Duration:

Subd. 8.1 Term of Contract: This Agreement shall remain in full force and effect for a period commencing July 1, 2026, except as specifically provided otherwise in this Agreement, through June 30, 2028, and thereafter until modified or terminated pursuant to the P.E.L.R.A. as amended.

Subd. 8.2 Effect: This Agreement constitutes the full and complete agreement between the School District and the Elementary School Principal/Curriculum Director. The provisions herein supersede and take precedence over any and all prior Agreements, resolutions, practices, District policies, rules, or regulations concerning the terms and conditions of employment.

Subd. 8.3 Finality: It is further agreed that any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Subd. 8.4 Severability: Any provision of this Agreement shall be severable if it or its application under any circumstance is held legally invalid. Such an action shall not affect any other provision of this agreement or the application of any other provision.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

Elementary School Principal  
Curriculum Director

Minneota Public Schools

\_\_\_\_\_  
Nicolle Johnston, Elementary School  
Principal/Curriculum Director

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

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 2026.

Dated this 17<sup>th</sup> day of June, 2026.

Consent Agenda Personnel Items | June 2026

| <b>New Contract or New Hire</b> |   |                              |                                      |
|---------------------------------|---|------------------------------|--------------------------------------|
| <b>Name</b>                     | <b>Position</b>                           | <b>Salary-Wages</b>          | <b>Effective Date</b>                |
| Diane Gillingham                | Math Corps Co-Mentor                      | MEMO Contract                | 2025-2026 School Year                |
| Jackson Vershelde               | Summer Custodian                          | \$19.16/hour up to 350 hours | May 21, 2026 through August 17, 2026 |
| Jared Josephson                 | Math Corps Co-Mentor                      | MEMO Contract                | 2025-2026 School Year                |
| Lucas Damm                      | K-12 Physical Education Teacher           | \$53,244.00                  | Start of the 2026-2027 School Year   |
| Mary Noyes                      | Part-Time Secondary Language Arts Teacher | \$22,185.00                  | Start of the 2026-2027 School Year   |
| Shelby Domeier                  | Elementary General Education Teacher      | \$55,672.00                  | Start of the 2026-2027 School Year   |
| Sherri Schultze                 | Reading Corps Mentor [1/2 of the year]    | MEMO Contract                | 2025-2026 School Year                |
| <b>Modification of Contract</b> |   |                              |                                      |
| <b>Name</b>                     | <b>Position</b>                           | <b>Salary-Wages</b>          | <b>Effective Date</b>                |
| Jessica Rosa                    | Secondary Social Studies Teacher          | BA+15 to MA                  | Start of the 2026-2027 School Year   |

## 2025-2026 QComp Pay | Administrative Recommendation

| TEACHER                       | Total QComp Pay     |
|-------------------------------|---------------------|
| Al Panka                      | \$ 1,387.50         |
| Angela Werner                 | \$ 1,075.00         |
| Bryce Jeppessen               | \$ 1,075.00         |
| Caitlyn Sonnenburg            | \$ 1,375.00         |
| Carolyn Bot                   | \$ 1,075.00         |
| Chad Johnston                 | \$ 787.50           |
| Cindy Van Keulen              | \$ 800.00           |
| Darren Clausen                | \$ 2,675.00         |
| David Moriarty                | \$ 1,075.00         |
| Diane Gillingham              | \$ 2,175.00         |
| Emily Citterman               | \$ 787.50           |
| Emily Hennen                  | \$ 1,975.00         |
| Erin Walerius                 | \$ 800.00           |
| Heather Webskowski            | \$ 1,375.00         |
| Heidi Louwagie                | \$ 1,075.00         |
| Hollie Thompson               | \$ 1,375.00         |
| Jared Josephson               | \$ 1,375.00         |
| Jay Knutson                   | \$ 1,075.00         |
| Jessica Bradley               | \$ 800.00           |
| Jessica Rosa                  | \$ 2,475.00         |
| John Voit                     | \$ 1,075.00         |
| Jolene Condelli               | \$ 1,000.00         |
| Kaley Buysse                  | \$ 1,975.00         |
| Karen Dalager                 | \$ 2,975.00         |
| Kent Williams                 | \$ 1,675.00         |
| Keven Larson                  | \$ 800.00           |
| Kim Caster                    | \$ 1,375.00         |
| Kristy Schumacher             | \$ 1,975.00         |
| Larissa Damm                  | \$ 1,375.00         |
| LeaAnne Bot                   | \$ 1,075.00         |
| Lucas Damm                    | \$ 1,000.00         |
| Matt Buysse                   | \$ 1,075.00         |
| Melinda Stiklestad            | \$ 1,375.00         |
| Michelle Buysse               | \$ 1,300.00         |
| Sara Boerboom                 | \$ 2,675.00         |
| Sarah Stassen                 | \$ 2,975.00         |
| Shelby Domeier                | \$ 800.00           |
| Sherri Schultze               | \$ 1,375.00         |
| Sue Buysse                    | \$ 1,375.00         |
| Taylor Niska                  | \$ 1,375.00         |
| Teresa Myhre                  | \$ 1,075.00         |
| Thalia Reis                   | \$ 1,000.00         |
| Tiffany Johnson               | \$ 2,175.00         |
| <b>2025-2026 QComp Totals</b> | <b>\$ 61,487.50</b> |

## Scott Monson

---

**From:** Office of the Executive Director <executivedirector@mnmsba.org>  
**Sent:** Monday, June 1, 2026 1:09 PM  
**To:** Scott Monson  
**Subject:** MSBA Membership and Services Invoice for 2026-2027



June 1, 2026

Hello Scott,

Thank you for your continued membership with the Minnesota School Boards Association (MSBA) and for your leadership to your students, staff, families, and community. We know the work of superintendents is both important and demanding, and we are grateful for all you do each day on behalf of public education.

At MSBA, our vision — *Strong School Boards, Stronger Minnesota* — continues to guide our efforts to support school leaders through advocacy, resources, educational workshops, and practical guidance. Your feedback and engagement help shape our work as we carry out our 2023-2027 Strategic Plan and continue improving the services we provide to districts and their leadership teams across the state.

We continue to ensure district policies are compliant with federal and state law, while also providing guidance navigating the various orders from different government agencies impacting your district. We remain committed to ensuring districts are supported through strong legislative advocacy at both the state and federal levels. Like you, we are deeply committed to student success, and we value the partnership we share in that work.

The dues invoice for 2026-2027 has been mailed directly to your District Office. Your annual fee covers membership services from July 1, 2026, through June 30, 2027, as well as participation in the MSBA's Insurance Trust (MSBAIT) insurance programs and Minnesota District Liquid Asset Fund Plus (MSDLAF+) investment programs. [Click here to view MSBA's 2025-26 Year-at-a-Glance](#),

which highlights the member benefits, services, and statewide support your association was able to deliver over the past year.

If your district subscribes to Policy Services, that renewal fee is also included in the invoice. This subscription provides policy updates and access to all model policies on the MSBA website. If you are not currently a subscriber and would like more information, please contact Dr. Terence Morrow, MSBA General Counsel.

We wish you a successful 2026-2027 school year. If you have any questions, please contact me.

Sincerely,



Kirk Schneidawind  
Executive Director  
Minnesota School Boards Association

The contents of this email and any attachments are provided for informational use only and are not to be construed as legal advice. If you need legal advice, please consult your attorney.

**Where Minnesota School Boards Learn to Lead**

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# Your MSBA

## 2025 - 2026 At-A-Glance

### MSBA is YOUR Association

The Minnesota School Boards Association mission articulates the value MSBA aspires to bring to our members. "MSBA supports and empowers Minnesota public school boards through **policy, advocacy, and board development** which positively impacts student success."

Our focus and commitment to **local control** and our belief in working **collaboratively** to strengthen relationships with school boards across the state allows us to leverage our **collective strength to make a difference in public education.**

100%

Percentage of independent school district boards represented by MSBA.

804,394

Number of public school students represented by MSBA boards\*.

331

Number of public school boards across the state of Minnesota represented by MSBA.

"Our strategic vision of building strong school boards for a stronger Minnesota will guide MSBA's efforts in our quest to ensure Minnesota's public schools deliver on their goals of student success."

Kirk Schneidawind  
MSBA Executive Director

\*Pupil count most recent data available from the Minnesota Department of Education's Minnesota Education Statistics Summary.

### MSBA is YOUR Resource

#### Board Development - Strategic Planning - Executive Search - Value Added Products and Services

MSBA is the **only** statewide organization in Minnesota providing board members and other key decision-makers with **training, workshops, and other key resources** developed by staff with many years of board and other public school service. The resources we design and offer our boards are meant to facilitate a **high-level of governance** to drive **student success.**

"The **Coffee and Conversation** series is a great space to connect with fellow board members from all districts across the state. We openly share our experiences, and most importantly, learn from each other. By hearing the challenges and questions that our fellow board members have, we can lean on each other to find solutions and best practices which ultimately helps us focus on what truly matters: the success of all of our students."

Hunter Feldt, Board Chair, Watertown-Mayer School District, MSBA Board Director

100+

The number of workshops, webinars, and events offered by MSBA last year. From Erskine to St. Cloud, from Marshall to Minneapolis, or virtually on your own computer screen, MSBA offers flexibility in our workshops and events.

2,260

The number of attendees at our 2026 Leadership Conference, where our members are getting up-to-date information and sharing best practices. At **no cost** to MSBA members.

5,000+

The number of phone calls and emails fielded by MSBA staff last year to answer questions and troubleshoot board and district issues across the state of Minnesota.

34

The number of boards that have participated in strategic planning and board self-evaluations through our strategic planning services during the 2025-2026 fiscal year.

60+

The number of boards that utilized MSBA's Executive Search and Superintendent Evaluation services during the 2025-2026 fiscal year.

9

The number of business connections and products accessible to the MSBA membership. These partnerships are designed to save boards time and money.

# MSBA is YOUR Policy Guide

MSBA is the **only organization** in the state of Minnesota to offer a comprehensive set of model policies for school boards. MSBA is considered the **gold standard** and **best practice** for policy development.

"Policy research and development is critically important to helping school districts support their students. Policies present school boards with a key opportunity to align the district's educational programs with its mission for public education in their communities. MSBA is committed to helping Minnesota school boards govern."

Dr. Terence Morrow, MSBA General Counsel

158

The number of sample policies and regulations available to boards and districts. The most comprehensive set of public school policies to guide boards in the state of Minnesota. MSBA updates policies as necessary in direct response to changes in state and federal law.

2,700+

Number of policy questions fielded by MSBA's General Counsel.



Consulting with boards on policy challenges and working with boards on policy audits.



Providing up-to-date information and guidance in relevant federal and state statutes and laws.



Developing amicus curiae briefs to support school boards facing key legal challenges.

# MSBA is YOUR Advocate

MSBA focuses its **advocacy** on **local control** and adequate funding for our districts. We work to ensure the **voice of our members** is heard on public education issues at the state and federal level and during the state budgetary process.

"Building MSBA's platform shows how our advocacy efforts directly shape education policy and funding. It's a chance to ensure the real needs of our schools are heard at the state level—and to see how our collective voice can protect and advance public education."

Deb Pauly, Board Chair, Jordan Public Schools

150

The number of board members from across the state that compose our annual Delegate Assembly. The Delegate Assembly ensures that MSBA reflects the needs and interests of boards statewide. Their action is the foundation for MSBA's legislative advocacy.

36

Number of meetings with legislators by MSBA's Government Relations Team.

204

Number of attendees at MSBA / MASA Day at the Capitol.

1,100+

Number of Friday Chat Room attendees in 2025-2026.



MSBA and other partners are launching our Minnesota Kids Rise (MKR) initiative to highlight the importance of strong public schools and the success of every student across the state. Together, we are working to elevate student success, strengthen communities, and ensure Minnesota schools continue to thrive.

# MSBA is YOUR Access

School board members, superintendents, and other district employees get access to **MSBA's comprehensive publications** and **webinars** keeping them **informed** of **local, state and federal educational issues**.

"As chair, my role is not to have all the answers, but to help us ask the right questions. That's precisely what the Board Chair Chat does!"

Milind Sohoni, Ph.D., Board Chair  
Wayzata Public Schools

260

eClippings emailed to our subscribers each year. This free subscription is a daily newsletter with your MSBA membership that comes to your inbox featuring K-12 news from around the state.

264

Pages of The Journal sent to members this year. Our bimonthly magazine that includes school features, exploration of leadership issues and in-depth stories on education trends.

150+

Combined number of years of board and public-school experience on your MSBA staff.



Voice For Greater Minnesota Education

June 8, 2026

Scott Monson  
Minneota School District  
504 North Monroe Street  
Minneota MN 56264

Hi, Scott,

On behalf of MREA's 239 public school district members, thank you for your district's membership that helps us proactively engage with legislators and state officials to address Greater Minnesota P-12 education funding and policy issues. With the 2025-26 school year behind us, Minneota School District's renewed membership for the 2026-27 school year is fundamental to MREA's advocacy targeting student learning and funding gaps.

#### **Advocacy Focused on Greater Minnesota Education**

MREA is your district's voice at the Capitol, and we advocate with education officials and legislators representing Minneota School District to inform them of potential impacts of their decisions.

Our recent successes for rural education include:

- New Seasonal Recreational Tax Base Replacement Aid
- Permanent School Trust Fund on November's Ballot for Additional Funding for Every Student
- \$10M for Compensatory Hold Harmless Support
- \$12.5M for Student Mental Health Support
- Expanding Allowable Uses in Operating Capital to Include Utility Costs
- *Check out all our recent Accomplishments on the enclosed flyer.*

Count on MREA to work for your district outside the Capitol, too, with:

- Professional development and networking at our Greater Education Summit
- Valuable resources like Truth in Taxation webinar and templates, Franklin Covey leadership training, and more
- Elevating rural programs and people through Educators of Excellence and Innovation Program Awards

#### **Looking Ahead to a Successful 2027**

Looking ahead to the 2027 legislative session, we know that when we work together, we succeed together. The Voice for Greater Minnesota Education has never been stronger, and we sincerely appreciate Minneota School District's renewed membership. Please send your membership dues and updated contact information by July 15 to ensure our rural voice remains impactful.

Best wishes for a summer of well-being,

A handwritten signature in black ink that reads 'Jeffrey D. Drake'.

**Jeff Drake**, MREA Board President  
Superintendent, Fergus Falls Schools

A handwritten signature in black ink that reads 'Fred Nolan'.

**Fred Nolan**, MREA Interim Executive Director



PO Box 10, Moose Lake, MN 55767 | (320) 762-6574 | [MREAVoice.org](http://MREAVoice.org)

THE VOICE FOR GREATER MINNESOTA EDUCATION



# MEMBERSHIP RENEWAL INVOICE

**Invoice Number:** 2627-5000-1566-01  
**Invoice Date:** June 8, 2026  
**Payment Due:** July 15, 2026  
**Amount Due: \$1636.00**

**Bill to**  
**Minneota School District**  
Scott Monson  
504 North Monroe Street  
Minneota, MN 56264

| Items  | Quantity | Price  | Amount           |
|--|----------|--------|------------------|
| <b>2026-27 ISD 0414 Membership   July 1 - June</b> |          |        |                  |
| 30   |          |        |                  |
| • Base Fee*  | 1        | \$1100 | \$1100.00        |
| • Legislative Fee \$1/APU (maximum of \$1400)      | 536 APU  | \$536  | \$536.00         |
| <b>Total</b>                                       |          |        | \$1636.00        |
| <b>Amount Due</b>                                  |          |        | <b>\$1636.00</b> |

\*Districts sharing superintendents must each join MREA to receive discounted Base Fee of \$825. Contact MREA if Shared District has changed. \*\* If your district is in SOD, please reach out to MREA for reduced payment options.

**CONTACT INFORMATION** (Please review and update)

**District Name:** Minneota School District  
**Primary Contact:** Scott Monson  
**Contact Position Title:** Superintendent  
**Contact Email:** scott.monson@minneotaschools.org  
**District Phone:** 320 - 815-3689  
**\*Shared District:**

**Superintendent Cell Phone:** NEEDED  
**Principal Place of Business:** 504 North Monroe Street  
**City, State, Zip:** Minneota, MN 56264  
**Website Address:** www.minneotaschools.org  
**County:** Lyon  
**\*\*SOD:** No

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

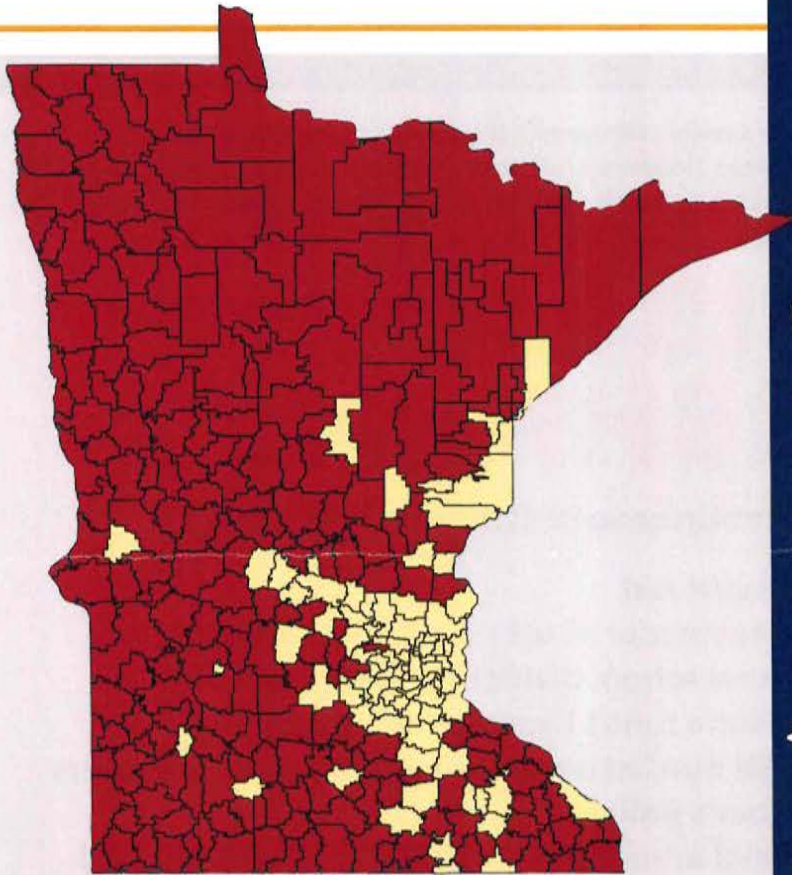
Signature is consent to membership and to receive member notices at primary contact's email address.


**QUESTIONS?** Contact Amanda Cisar, Operations Director, at (320) 762-6574.

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 49.3% of FY27 dues will be attributable to non-deductible lobbying activity and are not deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Notify your accountant and/or tax preparer.

Thank you for your continued membership!  
Please remit check, **payable to MREA at NEW address: PO Box 10, Moose Lake, MN 55767.**

# How MREA serves YOU



 MREA Member School District



## ADVOCATE

- Lobbyists at the Capitol every day advocating for students
- Weekly Advocacy Briefings during legislative session
- Interactive maps and analysis showing impacts of major changes
- Action alerts to help encourage engagement



## EDUCATE

- Professional development and networking at Annual Conference
- MREA Maps that show funding impact by district / region.
- Regional meetings and trainings to provide input and stay informed
- Member benefits providing learning opportunities
- Discounts on partner programs



## COMMUNICATE & CELEBRATE

- Weekly Insider Briefs with education updates relevant to rural districts
- Website with resources, news, and updates
- Celebration and sharing of accomplishments and best practices
- Awards for teachers and innovative school programs
- In-person visits to keep a pulse on district accomplishments & needs

**MREA**  
Voice For Greater Minnesota Education



**MREA**

Voice For Greater Minnesota Education

LEARN MORE AT [MREAVOICE.ORG](https://mreavoice.org)

CONTACT US AT

[INFO@MREAVOICE.ORG](mailto:info@mreavoice.org) | (320) 762-6574



Leading Advocacy for Greater Minnesota Students Led by school board members, administrators, teachers and other education-focused partners, MREA elevates Greater Minnesota schools through advocacy, education and recognition.

# 2026 LEGISLATIVE ACCOMPLISHMENTS

## MREA Successfully Advocated for Greater Minnesota Students Through:

- **Seasonal Recreational Tax Base Replacement Aid**

Created and championed by MREA, this new recreational tax mechanism is aimed at providing property tax relief in cabin-heavy, rural school districts. The legislation compensates qualifying school districts with state funds based on their seasonal-recreational properties, alleviating the financial burden on permanent resident taxpayers

- **Permanent School Trust Fund on November's Ballot**

The legislature passed a proposed constitutional amendment - HF3900 - that would ask voters this November to approve increasing the annual distribution from the Permanent School Fund (PSF) from 2.5% to 4.5%. This funding increase does not require an increase in any taxes. If approved by voters, this change would significantly increase the funding Minnesota schools receive from the PSF each year.

- **\$10M for Compensatory Hold Harmless support**

This funding helps recover loss of revenue due to inaccurate poverty counts that left many school districts anticipating significant cuts in state funding.

- **\$12.5M for student mental health support**

Part of a broader educational and public safety initiative, this funding is specifically for mental health services in schools.

- **Expanding allowable uses in Operating Capital to include Utility Costs**

The legislature incrementally expanded the list of permitted expenditures to meet modern operational and student-wellness needs.

## MREA COMMITS UP TO \$100,000 TO SUPPORT PERMANENT SCHOOL FUND AMENDMENT CAMPAIGN

The MREA Board of Directors has committed up to \$100,000 from its vision reserves to support the effort to pass this amendment at the ballot box in November. MREA will equip members with tools, communications resources, and other materials to help educate staff, families, and communities about how the PSF works, how increased distributions would benefit their districts, and why voting yes matters. Stay tuned for more details.

**PREVIOUS**

**BUSINESS**



June 10, 2026

Scott Monson, Superintendent  
Minnesota Public School District, ISD #0414-01  
504 N Monroe Street  
Minneota, MN 56264

Dear Superintendent Monson:

Minnesota Statutes, section 123B.71, requires a review and comment statement on the educational and economic advisability of your proposed school construction project. Information supplied by your school district and from Minnesota Department of Education sources is the basis of this review and comment. With this positive review and comment, voter and school board approval are required for Minneota Public School District, Independent School District #0414-01, to proceed with the proposed projects.

***The district shall publish a summary of the review and comment statement (the final two pages) in the legal newspaper of the district at least 48 days, but not more than 70 days, prior to holding a referendum for bonds or soliciting any bids for the construction, expansion, or remodeling of an educational facility.*** The department may request a statement certifying the publication, and require the submission, review, and approval of preliminary and final construction plan

Minnesota Statutes, section 123B.71, requires the commissioner to include comments from residents of the school district in the review and comment. As of the date of this letter, no public comments have been received. In addition, Minnesota Statutes, section 123B.71, ***requires the school board to discuss the review and comment prior to the sale of general obligation bonds.***

Minnesota Statutes, section 123B.71, ***requires that a school district, prior to occupying a new or renovated facility after July 1, 2002, must submit a certification prepared by a system inspector to the commissioner and the building code official that will provide an occupancy permit.*** The certification must verify that the facility's installed or modified heating, ventilation, and air conditioning system operates according to design specifications and code, a system for monitoring outdoor airflow and total airflow of ventilation systems has been installed, and any installed or modified heating, ventilation, or air conditioning system provides an indoor air quality filtration system that meets ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) Standard 52.1.

If you have any questions, please contact Chris Kubesh, Education Finance specialist, at 651-582-8319 or [chris.kubesh@state.mn.us](mailto:chris.kubesh@state.mn.us). Thank you for working with us to improve school facilities for Minnesota students.

Sincerely,

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

Willie L. Jett II  
Commissioner

cc: Abby Thostenson, School Board Chair

Enclosure

**The Commissioner of the Department of Education  
Review and Comment on the School Construction  
Proposal of Minnesota Public School District, ISD #0414-01**

A review and comment must be provided on a school district construction project proposal before the district conducts a referendum, solicits bids, or issues bonds for the project. A project proposal has been submitted for review and comment according to requirements set forth in Minnesota Statutes, section 123B.71, subdivisions 9 and 10, and Minnesota Statutes, section 123B.72. The district provides the following information:

1. The geographic area and population to be served:
  - a. preschool through grade 12 student enrollment for the past five years, and
  - b. student enrollment projections for the next five years.
2. A list of existing school facilities:
  - a. by year constructed,
  - b. their uses, and
  - c. an assessment of the extent to which alternate facilities are available within school district boundaries and in adjacent school districts.
3. A list of specific deficiencies of the facility:
  - a. demonstrating the need for a new or renovated facility to be provided,
  - b. the process used to determine the deficiencies,
  - c. a list of those deficiencies that will and will not be addressed by the proposed projects,
  - d. a list of specific benefits that the new or renovated facility will provide to students, teachers, and community users served by the facility.
4. A description of the project, including:
  - a. specifications of site and outdoor space acreage,
  - b. square footage allocations for classrooms, laboratories and support spaces,
  - c. estimated expenditures for major portions of the project,
  - d. estimated changes in facility operating costs, and
  - e. dates the project will begin and be completed.
5. A specification of the source of project financing, including:
  - a. applicable statutory citations,
  - b. the scheduled date for a bond issue or school board action,
  - c. a schedule of payments, including debt service equalization aid, and
  - d. the effect of a bond issue on local property taxes by property class and valuation.
6. Documentation obligating the school district and contractors to comply with the following items:
  - a. Minnesota Statutes, section 471.345 governing municipal contracts,
  - b. sustainable design,
  - c. school facility commissioning under Minnesota Statutes, section 123B.72, certifying the plans and designs for heating, ventilating, air conditioning and air filtration for an extensively renovated or new facility meet or exceed current code standards, including ASHRAE air filtration Standard 52.1,
  - d. American National Standards Institute (ANSI) acoustical performance criteria, design requirements and guidelines for schools on maximum background noise levels and reverberation times,
  - e. state fire code,
  - f. chapter 326B governing building codes, and
  - g. consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

## Description of Proposed School Construction Project

Minneota Public School District, ISD #0414-01 is proposing a two-question bond referendum on August 11, 2026. The first ballot question would authorize \$13.1 million in bonding authority to finance upgrades to the existing PK-12 facility. Proposed projects include: a classroom/staff lounge building addition, mechanical and building system upgrades, roof replacement and site improvements.

The second ballot question would authorize \$9.61 million in bonding authority to finance a building addition that would house: a wrestling/fitness area, cafeteria and a gymnasium with ancillary spaces. Other proposed projects include interior renovations and ballfield upgrades.

The proposed project would be scheduled for completion in calendar years 2027 and 2028. Cost estimates by ballot question/project component are as follows:

| Ballot Question #1                            |              | Ballot Question #2                          |              |
|---|--------------|---|--------------|
| <u>Building Addition:</u>                     |              | <u>Building Additions:</u>                  |              |
| Building Addition - Classrooms / Staff Lounge | \$ 4,767,000 | Wrestling / Fitness Area                    | \$ 2,655,000 |
|   |              | Cafeteria / Gymnasium & Ancillary Spaces    | \$ 5,697,000 |
|   |              |   | \$ 8,352,000 |
| <u>Building System Improvements:</u>          |              | <u>Interior Renovations:</u>                |              |
| Electrical Upgrades                           | \$ 410,000   | Kitchen Area Upgrades                       | \$ 733,000   |
| Roof Replacement                              | \$ 1,691,000 | Convert Wrestling Room to Weight Room       | \$ 147,000   |
| HVAC Upgrades                                 | \$ 3,472,000 | Convert Weightroom to Choir Room            | \$ 129,000   |
|   | \$ 5,573,000 | Convert Choir Room to Theater Support Area  | \$ 176,000   |
| <u>Site / Outdoor Improvements:</u>           |              |   | \$ 1,185,000 |
| Parking Lot / Sidewalk / Drainage Upgrades    | \$ 684,000   | <u>Other Project Costs:</u>                 |              |
| Playground Upgrades                           | \$ 603,000   | Ballfield Upgrades                          | \$ 72,000    |
| Field Lighting / Scoreboard Upgrades          | \$ 469,000   | Bond Issuance                               | \$ 161,818   |
|   | \$ 1,756,000 |   | \$ 233,818   |
| <u>Other Project Costs:</u>                   |              | <b>TOTAL - Ballot Question #2 9,770,818</b> |              |
| Building Envelope Repairs                     | \$ 375,000   |   |              |
| Interior Renovations                          | \$ 629,000   |   |              |
| Bond Issuance                                 | \$ 219,058   |   |              |
|   | \$ 1,223,058 |   |              |
| <b>TOTAL - Ballot Question #1 13,319,058</b>  |              |   |              |

The district last went to the voters in February of 2025 with a two-question bond referendum that proposed many of the same or similar projects. The 2025 referendum questions were not approved by the voters.

K-12 enrollment at the district is currently around 550 students. The district expects a decline in enrollment to around 520 students over the next five years. The district expects energy and maintenance efficiency gains from the proposed building and mechanical system improvements will be sufficient to offset any associated operational cost increases for the added building space. The proposed projects appear to be in the long-term interest of the school district.

If the bond referendum is successful and bonds are sold, the debt service on the bonds will be eligible for debt service equalization under Minnesota Statutes, section 123B.53, subdivision 3, if the bond schedule is approved. The amount of debt service equalization aid, if any, the district receives is determined annually and is dependent upon property wealth, student population, and other statutory requirements.

## Review and Comment Statement

Based on the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

### Additional Information is Available

Persons desiring additional information regarding this proposal should contact the school district superintendent's office.



Willie L. Jett II  
Commissioner

June 10, 2026



# Minneota Public School District

## Policy 524

Adopted: 1996 (Model)

Revised: SeptemberJune 20265

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

#### **I. PURPOSE**

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

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

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

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

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

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

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

violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages, and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

## **V. UNACCEPTABLE USES**

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

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

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

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

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

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

## **VI. FILTER**

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

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

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

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

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

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

## **IX. INTERNET USE AGREEMENT**

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

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

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

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

## **XI. USER NOTIFICATION**

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

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

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

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

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

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

- A. "Technology provider" means a person who:
  1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  1. the technology provider's employees or contractors have access to educational data only if authorized; and

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

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

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

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

#### ~~XV. CELL PHONE USE~~

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

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

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

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

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

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

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

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



# Minneota Public School District District Procedures

Adopted: January 2024

Revised: ~~August~~ June 2026

## DISTRICT PROCEDURES: PATCH MANAGEMENT

### 1. PURPOSE

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

### 2. SCOPE

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

### 3. PROCEDURE STATEMENTS

- 3.1 Patch Inventory: The Technology Department shall maintain an accurate and up-to-date inventory of all software, operating systems, and applications used across the Minneota School District.
- 3.2 Vulnerability Management: The technology department shall implement a vulnerability management program to identify and prioritize patches based on risk assessment, as recommended by NIST SP 800-40 Rev. 3. This includes subscribing to security mailing lists, following security news websites, and utilizing vulnerability management tools.
- 3.3 Patch Evaluation: Patches and updates shall be evaluated on their criticality and relevance to the district's environment, following NIST guidelines for risk assessment. The technology department shall prioritize patches according to their severity, potential impact on systems, and risk level.
- 3.4 Scheduled Maintenance Windows: Regular maintenance windows shall be planned during periods of low system usage, such as after hours, weekends, or holidays to minimize disruption to staff and students when possible. The technology department shall communicate maintenance schedules in advance to relevant staff.
- 3.5 User Awareness and Training: Staff and students may be educated about the importance of patching and their role in maintaining a secure technology environment, following NIST SP 800-40 Rev. 3 guidance. Users shall be encouraged to promptly report any unusual system behavior or security concerns.

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

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

4. **ROLES AND RESPONSIBILITIES**

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

5. **COMPLIANCE**

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

6. **PROCEDURES EXCEPTIONS**

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

7. **PROCEDURE REVIEW**

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

8. **RESPONSIBLE DEPARTMENT**

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



# Minneota Public School District District Procedures

Adopted: February 2023

Updated: ~~October~~ June 2026

## DISTRICT PROCEDURES: SECURITY AWARENESS AND TRAINING PROCEDURES

### 1. PURPOSE

1.1 Access to Information Technology (IT) in Minneota Public Schools is for educational and business-financial-human resources purposes. The use of the district's electronic technologies is a valued resource for our students, families, staff, and community and needs to be safe, appropriate, and aligned with the mission and vision of the district. The main purposes of these procedures are to:

- 1.1.1 ensure that the appropriate level of information security awareness training is provided to all Information Technology (IT) users,
- 1.1.2 provide appropriate cybersecurity in and for the district, and
- 1.1.3 protect Information Technology (IT) from unauthorized access, modification, destruction, or disclosure.

### 2. DISTRICT PROCEDURES

2.1 These procedures are applicable to all departments and users of IT resources and assets.

### 3. SECURITY AWARENESS TRAINING

3.1 Minneota Public Schools shall:

- 3.1.1 Schedule security awareness training as part of initial training for new users.
- 3.1.2 Schedule security awareness training when required by information system changes and then monthly thereafter.
- 3.1.3 IT shall determine the appropriate content of security awareness training and security awareness techniques based on the specific organizational requirements and the information systems to which personnel have authorized access. The content shall:
  - 3.1.3.1 Include a basic understanding of the need for information security and user actions to maintain security and to respond to suspected security incidents.
  - 3.1.3.2 Address awareness of the need for operations security. Security awareness techniques can include, for example, displaying posters, offering supplies inscribed with security reminders, generating email advisories/notices from senior organizational officials, displaying logon screen messages, and conducting information security awareness events.

### 4. SECURITY AWARENESS | INSIDER THREAT

4.1 The IT Department shall include security awareness training on recognizing and reporting potential indicators of insider threat.

## **5. ROLE-BASED SECURITY TRAINING**

### **5.1 The IT Department shall:**

5.1.1 Provide role-based security training to personnel with assigned security roles and responsibilities.

5.1.2 Before authorizing access to the information system or performing assigned duties.

5.1.3 When required by information system changes and **yearly** thereafter.

5.2 Designate personnel to receive initial and ongoing training in the employment and operation of environmental controls to include, for example, fire suppression and detection devices/systems, sprinkler systems, handheld fire extinguishers, fixed fire hoses, smoke detectors, temperature/humidity, HVAC, and power within the facility.

## **6. PHYSICAL SECURITY CONTROLS**

### **6.1 The IT Department shall:**

6.1.1 Provide initial and ongoing training in the employment and operation of physical security controls; physical security controls include, for example, physical access control devices, physical intrusion alarms, monitoring/surveillance equipment, and security guards (deployment and operating procedures).

6.1.2 Identify personnel with specific roles and responsibilities associated with physical security controls requiring specialized training.

## **7. PRACTICAL EXERCISES**

7.1 The IT Department shall provide practical exercises in security training that reinforce training objectives; practical exercises may include, for example, security training for software developers that includes simulated cyber-attacks exploiting common software vulnerabilities (e.g., buffer overflows), or spear/whale phishing attacks targeted at senior leaders/executives.

7.1.1 These types of practical exercises help developers better understand the effects of such vulnerabilities and appreciate the need for security coding standards and processes.

## **8. SUSPICIOUS COMMUNICATIONS AND ANOMALOUS SYSTEM BEHAVIOR**

8.1 The IT Department shall provide training to its specified staff on how to recognize suspicious communications and anomalous behavior in organizational information systems.

## **9. SECURITY TRAINING RECORDS**

### **9.1 Minnesota Public Schools shall:**

9.1.1 Designate personnel to document and monitor individual information system security training activities including basic security awareness training and specific information system security training.

9.1.2 Retain individual training records for the time that the employee is employed at the district.

## **10. COMPLIANCE**

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

## **11. PROCEDURES - EXCEPTIONS**

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

## **12. RESPONSIBILITIES**

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

## **13. REFERENCES AND RESOURCES**

13.1 National Institute of Standards and Technology (NIST) Special Publications: NIST SP 800-53 – Awareness and Training (AT), NIST SP 800-12, NIST SP 800-16, NIST SP 800-50, NIST SP 800-100; Electronic Code of Federal Regulations (CFR): 5 CFR 930.301



# Minneota Public School District District Procedures

Adopted: May 2023

Revised: NovemberJune 20264

## DISTRICT PROCEDURES: TECHNOLOGY OFFBOARDING

### 1. PURPOSE

These Technology Offboarding Procedures outline the actions and responsibilities of all parties involved in the offboarding process for employees, contractors, and temporary workers ("leaving employees") at Minneota Public School. It is important when an employee leaves the district that we close accounts and revoke permissions. A smooth exit for a leaving employee is important for both the school district and the leaving employee. Formalizing the offboarding process mitigates legal and security threats and ensures that the leaving employee's departure causes minimal disruption. The purpose of these procedures is to ensure a smooth transition, maintain the security and integrity of our technology assets, and protect our districts intellectual property and confidential information.

### 2. DEFINITION

Offboarding is the process that leads to the formal separation between an employee and a company through resignation, termination, or retirement. It includes all the decisions and processes that take place when an employee leaves.

### 3. SCOPE

These procedures apply to all leaving employees, including full-time, part-time, temporary, coaches, advisors, directors, and contracted workers. These procedures cover the management and handling of all Minneota Public School technology assets, including, but not limited to, hardware, software, network access, remote access, email accounts, and data storage. A leaving employee's access is terminated at the end of the day of the ~~leaving~~ employee's last day of employment unless a determination is made to deviate from this timeframe.

### 4. ROLES AND RESPONSIBILITIES

#### *Human Resources (HR) staff shall:*

- 4.1 Notify the IT department and relevant managers of the leaving employee's departure date.
- 4.2 Coordinate with the IT department to ensure completion of all offboarding procedures.
- 4.3 Ensure the leaving employee's access to any accounts payable or vendor payment system is terminated.

#### *The Technology Department shall:*

- 4.4 Revoke all access to company networks, systems, and applications.
- 4.5 Disable the Leaving Employee's email account.
- 4.6 Retrieve all company-owned hardware, including computers, mobile devices, and peripherals.
- 4.7 Reassign or cancel any software licenses and subscriptions.
- 4.8 Conduct an audit to ensure all technology assets are accounted for and access has been revoked.
- 4.9 Collaborate with the relevant manager to ensure a smooth transition of necessary work-related data and files.
- 4.10 Change or revoke any shared account passwords.

- 4.11 Inform others that they will no longer be able to electronically communicate with the leaving employee.
- 4.12 Remove the leaving employee from any school directories, including the district's website.
- 4.13 Establish details for forwarding the leaving employee's emails to a relevant manager or supervisor.
- 4.14 Delete the leaving employee's phone extension and voicemail.

***Managers shall:***

- 4.15 Collaborate with the IT department to ensure a smooth transfer of work-related data and files.
- 4.16 Review and reassign any ongoing projects or tasks to other team members.
- 4.17 Ensure all company-owned hardware and technology assets are returned.
- 4.18 Work with the IT department and verify that the leaving employee's phone extension, voicemail, and email have been removed or terminated.
- 4.19 Coordinate with the IT department and verify that the leaving employee's contact information in any school district directory, including the district's website, have been removed.

***The Leaving Employee shall:***

- 4.20 Provide information regarding their access to company networks, systems, programs, and applications.
- 4.21 Return all company-owned hardware and technology assets on or before the departure date.
- 4.22 Transfer all necessary work-related data and files to the designated team member or manager.
- 4.23 Potentially complete an exit interview, as referenced by company policy.

**5. PROCEDURES**

- 5.1 ***Notification:*** Once HR is informed of the Leaving Employee's departure, they will notify the IT department and relevant managers at least two weeks prior to the departure date.
- 5.2 ***Access Revocation:*** The IT department will revoke access to company networks, systems, and applications on the last working day of the Leaving Employee, or as specified by HR.
- 5.3 ***Hardware Retrieval:*** The Leaving Employee must return all company-owned hardware to the IT department or their manager on or before their departure date.
- 5.4 ***Data Transfer:*** The Leaving Employee must transfer all necessary work-related data and files to their manager or designated team member before their departure.
- 5.5 ***Exit Interview:*** If required, the Leaving Employee must complete an exit interview with HR to provide feedback on their experience at Minneota Public School.

**6. COMPLIANCE**

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

**7. EXCEPTIONS**

Requests for exceptions to these procedures shall be reviewed by the Technology Coordinator (TC). A manager or staff member requesting exceptions shall provide such requests to the TC. The request should specifically state the scope of the exception, along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions, and a timeframe for achieving the minimum compliance level with the procedures set forth herein. The TC shall review such requests and confer with the requesting department and Superintendent.

**8. REVIEW**

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

**9. RESPONSIBLE DEPARTMENT**

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

**10. REFERENCES AND RESOURCES**

- National Institute of Standards and Technology (NIST) Special Publications: NIST SP 800-12, NIST SP 800-16, NIST SP 800-50, NIST SP 800-100
- Electronic Code of Federal Regulations (CFR): 5 CFR 930.301

# 2026-2027 BUDGET PRESENTATION

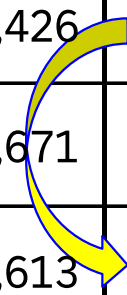
- ✓ 2025-2026 Budget: All Funds
- ✓ 2026-2027 Proposed Budget
  - Overview
  - General Fund
  - Food Service Fund
  - Community Services Fund
  - Technology Fund
  - Debt Service Fund
  - Fund Balances



# 2025-2026 BUDGET

## ALL FUNDS

| Fund                       | 2025-2026 Current Budget |                      |                     |
|----------------------------|--------------------------|----------------------|---------------------|
|                            | Revenues                 | Expenses             | Result              |
| Fund 1: General            | \$ 8,604,725             | \$ 8,497,426         | <b>\$ 107,299</b>   |
| Fund 2: Food Service       | \$ 555,750               | \$ 600,671           | <b>\$ (44,921)</b>  |
| Fund 4: Community Services | \$ 185,589               | \$ 272,613           | <b>\$ (87,024)</b>  |
| Fund 6: Technology         | \$ 135,000               | \$ 269,350           | <b>\$ (134,350)</b> |
| Fund 7: Debt Service       | \$ 1,592,861             | \$ 1,553,750         | <b>\$ 39,111</b>    |
| <b>All Funds</b>           | <b>\$ 11,073,925</b>     | <b>\$ 11,193,810</b> | <b>\$ (119,885)</b> |



# 2026-2027 PROPOSED BUDGET ALL FUNDS OVERVIEW

| Fund                       | 2025-2026 Current Budget |                      |                    | 2026-2027 Proposed Budget |                      |                    |                    |
|----------------------------|--------------------------|----------------------|--------------------|---------------------------|----------------------|--------------------|--------------------|
|                            | Revenues                 | Expenses             | Result             | Revenues                  | Expenses             | Result             | + / -              |
| Fund 1: General            | \$ 8,604,725             | \$ 8,497,426         | <b>\$ 107,299</b>  | \$ 8,933,747              | \$ 9,348,121         | <b>\$(414,374)</b> | <b>\$(521,673)</b> |
|                            |                          |                      |                    | \$ 329,022                | \$ 8,695             |                    |                    |
| Fund 2: Food Service       | \$ 555,750               | \$ 600,671           | <b>\$ (44,921)</b> | \$ 555,345                | \$ 554,835           | <b>\$ 510</b>      | <b>\$ 45,431</b>   |
|                            |                          |                      |                    | \$ (405)                  | \$ (45,836)          |                    |                    |
| Fund 4: Community Services | \$ 185,589               | \$ 272,613           | <b>\$ (87,024)</b> | \$ 183,772                | \$ 267,101           | <b>\$ (83,329)</b> | <b>\$ 3,695</b>    |
|                            |                          |                      |                    | \$ (1,817)                | \$ (5,512)           |                    |                    |
| Fund 6: Technology         | \$ 135,000               | \$ 269,350           | <b>\$(134,350)</b> | \$ 35,000                 | \$ 218,250           | <b>\$(183,250)</b> | <b>\$ (48,900)</b> |
|                            |                          |                      |                    | \$ (100,000)              | \$ (51,100)          |                    |                    |
| Fund 7: Debt Service       | \$ 1,592,861             | \$ 1,553,750         | <b>\$ 39,111</b>   | \$ 1,592,172              | \$ 1,564,050         | <b>\$ 28,122</b>   | <b>\$ (10,989)</b> |
|                            |                          |                      |                    | \$ (689)                  | \$ 10,300            |                    |                    |
| <b>All Funds</b>           | <b>\$ 11,073,925</b>     | <b>\$ 11,193,810</b> | <b>\$(119,885)</b> | <b>\$11,300,037</b>       | <b>\$ 11,952,357</b> | <b>\$(652,321)</b> | <b>\$(532,436)</b> |

# 2026-2027 PROPOSED BUDGET GENERAL FUND REVENUE CHANGES

| Line Item   | 25-26 Budget | 26-27 Budget | Difference  |
|---|--------------|--------------|-------------|
| Levy  | \$ 302,120   | \$ 333,279   | \$ 31,159   |
| <i>This amount varies from year to year based on multiple factors, often many/all of which we don't control.</i>                    |              |              |             |
| Tuition Agreement with Ivanhoe  | \$ 338,463   | \$ 410,000   | \$ 71,537   |
| <i>More Ivanhoe tuitioned students than last year; large group coming to high school.</i>   |              |              |             |
| Gifts & Bequests  | \$ 77,000    | \$ -         | \$ (77,000) |
| <i>Budgeting for gifts, donations, grants, and other sorts of bequests is difficult, and we often start with \$0 in the budget.</i> |              |              |             |
| General Education Aid   | \$ 4,710,674 | \$ 4,827,783 | \$ 117,109  |
| <i>This reflects enrollment projections and the 2.69% funding increase from the State; still budgeting conservatively.</i>          |              |              |             |
| Paraprofessional Training Aid   | \$ 22,000    | \$ 8,000     | \$ (14,000) |
| <i>This funding has gone from a set amount allocation to a reimbursable amount for legitimate expenses; hence the decrease.</i>     |              |              |             |
| General Education Aid - EL  | \$ 25,406    | \$ 36,754    | \$ 11,348   |
| <i>Combination of increased EL students and increased state funding for EL students.</i>  |              |              |             |
| Tech Levy   | \$ 334,550   | \$ 323,507   | \$ (11,043) |
| <i>This will +/- annually because of the how our Adjusted Net Tax Capacity is calculated by the County/State.</i>                   |              |              |             |

# 2026-2027 PROPOSED BUDGET GENERAL FUND REVENUE CHANGES

| Line Item  | 25-26 Budget        | 26-27 Budget        | Difference        |
|--|---------------------|---------------------|-------------------|
| Meidt-Komp Donations   | \$ -                | \$ 255,450          | \$ 255,450        |
| <i>These are what we've been told has been committed/fundraised for the scoreboard.</i>  |                     |                     |                   |
| Special Education Aid  | \$ 959,500          | \$ 929,524          | \$ (29,976)       |
| <i>Always difficult to project/estimate; the State has not yet said how they will reduce SpEd funding by \$250 million, so this is an attempted conservative estimate.</i> |                     |                     |                   |
| LTFM Levy  | \$ 242,455          | \$ 207,164          | \$ (35,291)       |
| <i>This will +/- annually due to several factors beyond our control; prior year adjustments factor into this decrease.</i>   |                     |                     |                   |
| Concessions  | \$ 35,000           | \$ 27,000           | \$ (8,000)        |
| <i>Concession sales were down significantly this year; am working with others on ideas.</i>  |                     |                     |                   |
| Annual OPEB Implicit Rate Subsidy/Levy   | \$ -                | \$ 12,043           | \$ 12,043         |
| <i>We've not been levying for the increased cost of district-sponsored health insurance that is attributable to retirees, but we will be now.</i>                          |                     |                     |                   |
| <b>Total of These Major Revenue Changes</b>  | <b>\$ 7,047,168</b> | <b>\$ 7,370,504</b> | <b>\$ 323,336</b> |

# 2026-2027 PROPOSED BUDGET GENERAL FUND EXPENSE CHANGES

| Line Item  | 25-26 Budget | 26-27 Budget | Difference  |
|--|--------------|--------------|-------------|
| SWWC Technology Support/Services   | \$ -         | \$ 13,000    | \$ 13,000   |
| <i>We added a few technology services from SWWC as the year went on this year; also annual increases.</i>            |              |              |             |
| Transportation Contract  | \$ 415,389   | \$ 438,235   | \$ 22,846   |
| <i>Per the previously negotiated contract with 4.0; we are in the final year of the contract.</i>                    |              |              |             |
| Fuel - Transportation  | \$ 85,000    | \$ 120,000   | \$ 35,000   |
| <i>Will the price of vehicle fuel come back down to reasonable levels?</i>   |              |              |             |
| Grounds Repair & Maintenance   | \$ 55,000    | \$ 50,000    | \$ (5,000)  |
| <i>Aligning our budget with historical/actual year-to-date expenditures from the past several years.</i>             |              |              |             |
| Building Repair/Maintenance  | \$ 40,000    | \$ 30,000    | \$ (10,000) |
| <i>Shouldn't have to do hoist/basket repairs for a while, along with recoating the gym floor an additional time.</i> |              |              |             |
| Fuel For Building  | \$ 104,500   | \$ 130,000   | \$ 25,500   |
| <i>Hoping these prices decrease as well; trying to take a "moderate worst case scenario".</i>                        |              |              |             |
| Summer Unemployment Costs  | \$ 132,000   | \$ 71,000    | \$ (61,000) |
| <i>Aligning our budget with historical/actual year-to-date expenditures from the past several years.</i>             |              |              |             |
| Substitute Costs   | \$ 133,500   | \$ 165,000   | \$ 31,500   |
| <i>Staff are going more often; paid leave categories of ESST and MN Paid Leave have been added recently.</i>         |              |              |             |
| *Salary-High School English  | \$ 130,773   | \$ 175,009   | \$ 44,236   |
| <i>Different/new staff members with experience; adding 2 periods per day of English instruction.</i>                 |              |              |             |

# 2026-2027 PROPOSED BUDGET GENERAL FUND EXPENSE CHANGES

| Line Item   | 25-26 Budget        | 26-27 Budget        | Difference        |
|---|---------------------|---------------------|-------------------|
| *Salary-High School Phy Ed  | \$ 143,935          | \$ 166,347          | \$ 22,412         |
| <i>Different/new staff member; no overload pay to Louwagie; adding .36 FTE position by making Skillings position full-time.</i> |                     |                     |                   |
| Salary-High School Math   | \$ 211,908          | \$ 180,164          | \$ (31,744)       |
| <i>Different/new staff member who is coming right out of college.</i>   |                     |                     |                   |
| LYFT Grants   | \$ 32,568           | \$ -                | \$ (32,568)       |
| <i>Received two significant LYFT [CTE] grants in 25-26 but won't get those again in 26-27.</i>                                  |                     |                     |                   |
| Technology Innovation Funding   | \$ -                | \$ 30,000           | \$ 30,000         |
| <i>This was previously approved by the School Board [can be revisited] but was not included in the 25-26 Budget Revision.</i>   |                     |                     |                   |
| Curricular Purchases  | \$ -                | \$ 10,000           | \$ 10,000         |
| <i>Self-explanatory.</i>  |                     |                     |                   |
| Furniture, Fixtures, and Equipment  | \$ -                | \$ 30,000           | \$ 30,000         |
| <i>We need to continue to strategically replace desks, tables, chairs, and classroom furniture each year.</i>                   |                     |                     |                   |
| One-Time Payment to the City for Komp Lights  | \$ -                | \$ 150,000          | \$ 150,000        |
| <i>Self-explanatory.</i>  |                     |                     |                   |
| The Komp Scoreboard Payment   | \$ -                | \$ 365,000          | \$ 365,000        |
| <i>Revenue "in" and expenses "out"; these should offset each other with no or very little cost to the district.</i>             |                     |                     |                   |
| Estimated compensation and benefit increases  |                     |                     |                   |
| <i>These have been included in the 2026-2027 budget.</i>  |                     |                     |                   |
| <b>Total of These Major Expense Changes</b>   | <b>\$ 1,484,573</b> | <b>\$ 2,123,755</b> | <b>\$ 639,182</b> |

# 2026-2027 PROPOSED BUDGET FOOD SERVICE OVERVIEW

| Fund                       | 2025-2026 Current Budget |                      |                     | 2026-2027 Proposed Budget |                      |                     |                     |
|----------------------------|--------------------------|----------------------|---------------------|---------------------------|----------------------|---------------------|---------------------|
|                            | Revenues                 | Expenses             | Result              | Revenues                  | Expenses             | Result              | + / -               |
| Fund 1: General            | \$ 8,604,725             | \$ 8,497,426         | \$ 107,299          | \$ 8,933,747              | \$ 9,348,121         | \$ (414,374)        | \$ (521,673)        |
|                            |                          |                      |                     | \$ 329,022                | \$ 850,695           |                     |                     |
| Fund 2: Food Service       | \$ 555,750               | \$ 600,671           | \$ (44,921)         | \$ 555,345                | \$ 554,835           | \$ 510              | \$ 45,431           |
|                            |                          |                      |                     | \$ (405)                  | \$ (45,836)          |                     |                     |
| Fund 4: Community Services | \$ 185,589               | \$ 272,613           | \$ (87,024)         | \$ 183,772                | \$ 267,101           | \$ (83,329)         | \$ 3,695            |
|                            |                          |                      |                     | \$ (1,817)                | \$ (5,512)           |                     |                     |
| Fund 6: Technology         | \$ 135,000               | \$ 269,350           | \$ (134,350)        | \$ 35,000                 | \$ 218,250           | \$ (183,250)        | \$ (48,900)         |
|                            |                          |                      |                     | \$ (100,000)              | \$ (51,100)          |                     |                     |
| Fund 7: Debt Service       | \$ 1,592,861             | \$ 1,553,750         | \$ 39,111           | \$ 1,592,172              | \$ 1,564,050         | \$ 28,122           | \$ (10,989)         |
|                            |                          |                      |                     | \$ (689)                  | \$ 10,300            |                     |                     |
| <b>All Funds</b>           | <b>\$ 11,073,925</b>     | <b>\$ 11,193,810</b> | <b>\$ (119,885)</b> | <b>\$11,300,037</b>       | <b>\$ 11,952,357</b> | <b>\$ (652,321)</b> | <b>\$ (532,436)</b> |

# 2026-2027 PROPOSED BUDGET FOOD SERVICE FUND REVENUE +/-

| <b>Fund 2 Major Revenue Changes</b>   |                     |                     |                   |
|---|---------------------|---------------------|-------------------|
| <b>Line Item</b>  | <b>25-26 Budget</b> | <b>26-27 Budget</b> | <b>Difference</b> |
| Free & Reduced Lunch Aid  | \$ 72,000           | \$ 75,773           | \$ 3,773          |
| <i>Aligning revenue lines with historical year-to-date/actual figures.</i>  |                     |                     |                   |
| School Lunch Sales to Students  | \$ 5,000            | \$ 500              | \$ (4,500)        |
| <i>This is the outcome of how we've been coding school lunches sold to students and adults in the past few years.</i> |                     |                     |                   |
| <b>Total Major Revenue Changes</b>  | <b>\$ 77,000</b>    | <b>\$ 76,273</b>    | <b>\$ (727)</b>   |

# 2026-2027 PROPOSED BUDGET FOOD SERVICE FUND EXPENSE +/-

| <b>Fund 2 Major Expense Changes</b>  |                     |                     |                    |
|--|---------------------|---------------------|--------------------|
| <b>Line Item</b>   | <b>25-26 Budget</b> | <b>26-27 Budget</b> | <b>Difference</b>  |
| School Lunch Food  | \$ 200,000          | \$ 190,000          | \$ (10,000)        |
| <i>Decrease is partially a result of how we've been accounting for food costs; an increase in food prices is factored in.</i>  |                     |                     |                    |
| School Lunch Commodities   | \$ 45,000           | \$ 30,000           | \$ (15,000)        |
| <i>This number is sort of a "best guess", as it reflects the value of a "basket" of commodities even though we don't know exactly what will be in the basket; it is also calculated for the value of each item in that basket at the time we are provided our commodities, yet we don't know what food prices will be when we actually receive our allotted commodities.</i> |                     |                     |                    |
| Equipment Purchased  | \$ 27,000           | \$ -                | \$ (27,000)        |
| <i>Hoping to hold off another year or more to purchase any additional major kitchen equipment.</i>   |                     |                     |                    |
| Food Service Compensation & Benefits - Projected   |                     |                     | \$ -               |
| <i>These have been included in the budget; there are 5 FTE food service staff members.</i>   |                     |                     |                    |
| Food Service Substitute  | \$ -                | \$ 3,485            | \$ 3,485           |
| <i>We've never coded food service substitutes to Fund 2 before, but we should start doing so for accuracy purposes.</i>  |                     |                     |                    |
| <b>Total Major Expense Changes</b>   | <b>\$ 272,000</b>   | <b>\$ 223,485</b>   | <b>\$ (48,516)</b> |

# 2026-2027 PROPOSED BUDGET COMMUNITY ED FUND OVERVIEW

| Fund                       | 2025-2026 Current Budget |                      |                     | 2026-2027 Proposed Budget |                      |                     |                     |
|----------------------------|--------------------------|----------------------|---------------------|---------------------------|----------------------|---------------------|---------------------|
|                            | Revenues                 | Expenses             | Result              | Revenues                  | Expenses             | Result              | + / -               |
| Fund 1: General            | \$ 8,604,725             | \$ 8,497,426         | \$ 107,299          | \$ 8,933,747              | \$ 9,348,121         | \$ (414,374)        | \$ (521,673)        |
|                            |                          |                      |                     | \$ 329,022                | \$ 80,695            |                     |                     |
| Fund 2: Food Service       | \$ 555,750               | \$ 600,671           | \$ (44,921)         | \$ 555,345                | \$ 564,835           | \$ 510              | \$ 45,431           |
|                            |                          |                      |                     | \$ (405)                  | \$ (45,836)          |                     |                     |
| Fund 4: Community Services | \$ 185,589               | \$ 272,613           | \$ (87,024)         | \$ 183,772                | \$ 267,101           | \$ (83,329)         | \$ 3,695            |
|                            |                          |                      |                     | \$ (1,817)                | \$ (5,512)           |                     |                     |
| Fund 6: Technology         | \$ 135,000               | \$ 269,350           | \$ (134,350)        | \$ 35,000                 | \$ 218,250           | \$ (183,250)        | \$ (48,900)         |
|                            |                          |                      |                     | \$ (100,000)              | \$ (51,100)          |                     |                     |
| Fund 7: Debt Service       | \$ 1,592,861             | \$ 1,553,750         | \$ 39,111           | \$ 1,592,172              | \$ 1,564,050         | \$ 28,122           | \$ (10,989)         |
|                            |                          |                      |                     | \$ (689)                  | \$ 10,300            |                     |                     |
| <b>All Funds</b>           | <b>\$ 11,073,925</b>     | <b>\$ 11,193,810</b> | <b>\$ (119,885)</b> | <b>\$ 11,300,037</b>      | <b>\$ 11,952,357</b> | <b>\$ (652,321)</b> | <b>\$ (532,436)</b> |

# 2026-2027 PROPOSED BUDGET COMMUNITY ED/SERVICES FUND

## Fund 4 Major Revenue Changes

| Line Item   | 25-26 Budget     | 26-27 Budget     | Difference        |
|---|------------------|------------------|-------------------|
| Comm Ed -Driver's Education   | \$ 1,500         | \$ 7,500         | \$ 6,000          |
| <i>Now offering a more comprehensive Driver's Education offering, which generates additional revenue.</i> |                  |                  |                   |
| School Readiness Fees from Patrons  | \$ 55,650        | \$ 43,090        | \$ (12,560)       |
| <i>We are planning to have 10 fewer three- and four-year old students in preschool in 2026-2027.</i>      |                  |                  |                   |
| <b>Total Major Revenue Changes</b>  | <b>\$ 57,150</b> | <b>\$ 50,590</b> | <b>\$ (6,560)</b> |

## Fund 4 Major Expense Changes

| Line Item   | 25-26 Budget | 26-27 Budget | Difference |
|---|--------------|--------------|------------|
| AFSCME estimated compensation and benefit increases   | \$ -         | \$ -         | \$ -       |
| <i>These have been included; there are currently 2.5 FTE paraprofessionals who work in/are coded to Fund 4.</i> |              |              |            |

# 2026-2027 PROPOSED BUDGET TECHNOLOGY FUND OVERVIEW

| Fund                       | 2025-2026 Current Budget |                      |                     | 2026-2027 Proposed Budget |                      |                     |                     |
|----------------------------|--------------------------|----------------------|---------------------|---------------------------|----------------------|---------------------|---------------------|
|                            | Revenues                 | Expenses             | Result              | Revenues                  | Expenses             | Result              | + / -               |
| Fund 1: General            | \$ 8,604,725             | \$ 8,497,426         | \$ 107,299          | \$ 8,933,747              | \$ 9,348,121         | \$ (414,374)        | \$ (521,673)        |
|                            |                          |                      |                     | \$ 329,022                | \$ 850,695           |                     |                     |
| Fund 2: Food Service       | \$ 555,750               | \$ 600,671           | \$ (44,921)         | \$ 555,345                | \$ 554,835           | \$ 510              | \$ 45,431           |
|                            |                          |                      |                     | \$ (405)                  | \$ (45,836)          |                     |                     |
| Fund 4: Community Services | \$ 185,589               | \$ 272,613           | \$ (87,024)         | \$ 183,772                | \$ 267,101           | \$ (83,329)         | \$ 3,695            |
|                            |                          |                      |                     | \$ (1,817)                | \$ (5,512)           |                     |                     |
| Fund 6: Technology         | \$ 135,000               | \$ 269,350           | \$ (134,350)        | \$ 35,000                 | \$ 218,250           | \$ (183,250)        | \$ (48,900)         |
|                            |                          |                      |                     | \$ (100,000)              | \$ (51,100)          |                     |                     |
| Fund 7: Debt Service       | \$ 1,592,861             | \$ 1,553,750         | \$ 39,111           | \$ 1,592,172              | \$ 1,564,050         | \$ 28,122           | \$ (10,989)         |
|                            |                          |                      |                     | \$ (689)                  | \$ 10,300            |                     |                     |
| <b>All Funds</b>           | <b>\$ 11,073,925</b>     | <b>\$ 11,193,810</b> | <b>\$ (119,885)</b> | <b>\$ 11,300,037</b>      | <b>\$ 11,952,357</b> | <b>\$ (652,321)</b> | <b>\$ (532,436)</b> |

# 2026-2027 PROPOSED BUDGET TECHNOLOGY FUND

## Fund 6 Major Revenue Changes

| Line Item         | 25-26 Budget | 26-27 Budget | Difference   |
|-------------------|--------------|--------------|--------------|
| Interest Earnings | \$ 135,000   | \$ 35,000    | \$ (100,000) |

*Unsure about what interest rates we will earn in 2026-2027; 2023A bonds are being spent down; we have 2023B bonds invested but earning interest in a year or two; being conservative.*

## Fund 6 Major Expense Changes

| Line Item                          | 25-26 Budget | 26-27 Budget | Difference  |
|------------------------------------|--------------|--------------|-------------|
| Technology [Capital Projects] Levy | \$ 269,350   | \$ 218,250   | \$ (51,100) |

*Because the levy portion of our technology bonds/levy amount increased significantly, we are planning to code more expenses to the annual levy and spend less of remaining 2023A bonds.*

# 2026-2027 PROPOSED BUDGET DEBT SERVICE FUND OVERVIEW

| Fund                       | 2025-2026 Current Budget |                      |                     | 2026-2027 Proposed Budget |                      |                     |                     |
|----------------------------|--------------------------|----------------------|---------------------|---------------------------|----------------------|---------------------|---------------------|
|                            | Revenues                 | Expenses             | Result              | Revenues                  | Expenses             | Result              | + / -               |
| Fund 1: General            | \$ 8,604,725             | \$ 8,497,426         | \$ 107,299          | \$ 8,933,747              | \$ 9,348,121         | \$ (414,374)        | \$ (521,673)        |
|                            |                          |                      |                     | \$ 329,022                | \$ 850,695           |                     |                     |
| Fund 2: Food Service       | \$ 555,750               | \$ 600,671           | \$ (44,921)         | \$ 555,345                | \$ 554,835           | \$ 510              | \$ 45,431           |
|                            |                          |                      |                     | \$ (405)                  | \$ (45,836)          |                     |                     |
| Fund 4: Community Services | \$ 185,589               | \$ 272,613           | \$ (87,024)         | \$ 183,772                | \$ 267,101           | \$ (83,329)         | \$ 3,695            |
|                            |                          |                      |                     | \$ (1,817)                | \$ (5,512)           |                     |                     |
| Fund 6: Technology         | \$ 135,000               | \$ 269,350           | \$ (134,350)        | \$ 35,000                 | \$ 218,250           | \$ (183,250)        | \$ (48,900)         |
|                            |                          |                      |                     | \$ (100,000)              | \$ (51,100)          |                     |                     |
| Fund 7: Debt Service       | \$ 1,592,861             | \$ 1,553,750         | \$ 39,111           | \$ 1,592,172              | \$ 1,564,050         | \$ 28,122           | \$ (10,989)         |
|                            |                          |                      |                     | \$ (689)                  | \$ 10,300            |                     |                     |
| <b>All Funds</b>           | <b>\$ 11,073,925</b>     | <b>\$ 11,193,810</b> | <b>\$ (119,885)</b> | <b>\$ 11,300,037</b>      | <b>\$ 11,952,357</b> | <b>\$ (652,321)</b> | <b>\$ (532,436)</b> |

# 2026-2027 PROPOSED BUDGET DEBT SERVICE FUND

| <b>Fund 7 Major Revenue Changes</b>  |                     |                     |                   |
|--|---------------------|---------------------|-------------------|
| <b>Line Item</b>   | <b>25-26 Budget</b> | <b>26-27 Budget</b> | <b>Difference</b> |
| Debt Service Voter Approved  | \$ 680,701          | \$ 707,850          | \$ 27,149         |
| <i>This amount varies from year to year based on multiple factors, often many/all of which we don't control.</i> |                     |                     |                   |
| Debt Service Other   | \$ 788,169          | \$ 759,590          | \$ (28,579)       |
| <i>This amount varies from year to year based on multiple factors, often many/all of which we don't control.</i> |                     |                     |                   |
| <b>Total Major Revenue Changes</b>   | <b>\$ 1,468,870</b> | <b>\$ 1,467,440</b> | <b>\$ (1,430)</b> |

| <b>Fund 7 Major Expense Changes</b>  |                     |                     |                   |
|--|---------------------|---------------------|-------------------|
| <b>Line Item</b>   | <b>25-26 Budget</b> | <b>26-27 Budget</b> | <b>Difference</b> |
| Bond Redemption  | \$ 1,215,000        | \$ 1,260,000        | \$ 45,000         |
| <i>This is determined by our bond payment schedule; it varies from year to year.</i> |                     |                     |                   |
| Bond Interest  | \$ 335,000          | \$ 300,300          | \$ (34,700)       |
| <i>This is determined by our bond payment schedule; it varies from year to year.</i> |                     |                     |                   |
| <b>Total Major Expense Changes</b>   | <b>\$ 1,550,000</b> | <b>\$ 1,560,300</b> | <b>\$ 10,300</b>  |

# 2025-2026 CURRENT BUDGET PROJECTED FUND BALANCES

| Fund                       | Fund Balance        | 2025-2026 Current Budget |                      |                     | Projected Fund Balance |
|----------------------------|---------------------|--------------------------|----------------------|---------------------|------------------------|
|                            | June 30, 2025       | Revenues                 | Expenses             | Result              | On June 30, 2026       |
| <b>Fund 1: General</b>     | <b>\$ 2,793,389</b> | <b>\$ 8,604,725</b>      | <b>\$ 8,497,426</b>  | <b>\$ 107,299</b>   | <b>\$ 2,900,688</b>    |
| Fund 2: Food Service       | \$ 174,462          | \$ 555,750               | \$ 600,671           | \$ (44,921)         | \$ 129,541             |
| Fund 4: Community Services | \$ 52,145           | \$ 185,589               | \$ 272,613           | \$ (87,024)         | \$ (34,879)            |
| Fund 6: Technology         | \$ 2,506,886        | \$ 135,000               | \$ 269,350           | \$ (134,350)        | \$ 2,372,536           |
| Fund 7: Debt Service       | \$ 363,352          | \$ 1,592,861             | \$ 1,553,750         | \$ 39,111           | \$ 402,463             |
| <b>All Funds</b>           | <b>\$ 5,890,234</b> | <b>\$ 11,073,925</b>     | <b>\$ 11,193,810</b> | <b>\$ (119,885)</b> | <b>\$ 5,770,349</b>    |

# 2026-2027 PROPOSED BUDGET PROJECTED FUND BALANCES

| Fund                       | Fund Balance        | 2026-2027 Proposed Budget |                      |                     | Projected Fund Balance |
|----------------------------|---------------------|---------------------------|----------------------|---------------------|------------------------|
|                            | June 30, 2026       | Revenues                  | Expenses             | Result              | On June 30, 2027       |
| <b>Fund 1: General</b>     | <b>\$ 2,900,688</b> | <b>\$ 8,933,747</b>       | <b>\$ 9,348,121</b>  | <b>\$ (414,374)</b> | <b>\$ 2,486,314</b>    |
| Fund 2: Food Service       | \$ 129,541          | \$ 555,345                | \$ 554,835           | \$ 510              | \$ 130,051             |
| Fund 4: Community Services | \$ (34,879)         | \$ 183,772                | \$ 267,101           | \$ (83,329)         | \$ (118,208)           |
| Fund 6: Technology         | \$ 2,372,536        | \$ 35,000                 | \$ 218,250           | \$ (183,250)        | \$ 2,189,286           |
| Fund 7: Debt Service       | \$ 402,463          | \$ 1,592,172              | \$ 1,564,050         | \$ 28,122           | \$ 430,585             |
| <b>All Funds</b>           | <b>\$ 5,770,349</b> | <b>\$ 11,300,037</b>      | <b>\$ 11,952,357</b> | <b>\$ (652,321)</b> | <b>\$ 5,118,028</b>    |



## Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | [www.mshsl.org](http://www.mshsl.org)

Summer 2026

Dear Head of School and Board Members,

The League is excited to invite you to continue your membership in the Minnesota State High School League or join our League for the first time. The athletic programs and fine arts activities, along with the presenting partnerships we offer, are incredibly important to so many, and we look forward to partnering with your school in maintaining outstanding opportunities for students. Please read on to learn more about what it means to approve your Resolution for Membership.

This past year, the League made one of the most monumental changes in its history in expanding programming to all 9<sup>th</sup> grade students and programs. Throughout the year, our Member Schools did great work in implementing this new requirement and expanding the reach of our programming. In confirming your membership, your school leadership commits to full implementation and compliance with all bylaws, policies and rules. You also commit to the primary principle that all activities are to be fully education-based. This means that the purpose of the activities is to educate and develop students above all else and to have all who participate in the programs be full-time students. As a result, your students, coaches, directors and community members enjoy the opportunity to participate with over 600 other Member Schools in as many as 51 different programs.

In preparation for approval and completion of your Resolution for Membership, please take a few minutes to review the League's founding purposes, mission and beliefs, as these are the glue that holds all Member Schools together. Please see the attached document that has been a standard in the League for many years. These important pillars are more than just words on a page; they drive the actions of all members of the League and provide the foundation for the decisions and the leadership choices the League makes every year.

The Minnesota State High School League is focused on support and leadership for our Member Schools. Beyond our state tournaments and fine arts festivals and competitions, this past year the League provided education to over 25,000 coaches and fine arts directors and certified eligibility for over 8,000 officials and fine arts judges. At the same time, the League continues to provide leadership in establishing new and updated bylaws, policies and rules with the support of its membership. Together, our membership remains strong and is a supportive network to all Member Schools. The appetite in our communities for education-based activities continues to be incredible and reinforces the fact that the ultimate goal of providing opportunities for as many students as possible is the right path.

This past year has been filled with incredible excitement in all League programs. The spotlight on Debate as it celebrated its 125<sup>th</sup> Annual Debate State Tournament highlights the lengthy traditions that are part of the League. We also expanded the wrestling tournament by an additional half day to grow the number of girls participants and provide full wrestlebacks for our qualifiers. Highlighting 50 years of girls basketball is another marker in the growing traditions of many of our girls sports. With a robust and equitable offering of programs, girls in our schools have more choices than they ever have.

As we prepare for the coming year, it's important to know that the League has a strong foundational financial base and yet, it should be no surprise to our schools that the rising costs in many areas create additional challenges in meeting budgets. The League aggressively negotiates with our excellent venue partners to have access to great facilities at the most affordable price. The cost of insurance is also growing significantly and given that the League provides catastrophic accident, postseason medical and concussion insurance to all participants, this is also significant in our budget.

Through the work of an excellent financial committee, the League established a clear model for identifying the membership support required of our Member Schools. Within that plan, the League credits membership dues when revenues exceed expenses. Through this plan the League has been able to reduce membership dues, each of the last four years. With attendance at our state tournaments being slightly less than the recent record-setting numbers, the increasing cost of venues, insurance and operations are having an impact. While we again expect a membership credit, it is projected to be less than last few years' amount. At the same time, we see the majority of our administrative regions providing financial support back to schools at year end, which is also helpful to Member Schools.

The League recognizes the changing landscape in education, as the number of educational models for students across the state continues to grow. We actively study and establish governance for these education approaches, regardless of the model. Recent work in this space indicates that a change is scheduled for the 2027-2028 school year with enrolled online students in public districts being eligible in their district of enrollment.

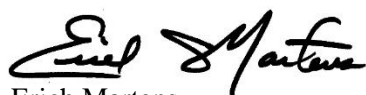
The leadership that the League provides also extends to our students as we look forward to our fifth year of statewide leadership and character events titled "Together We Make a Difference." Thanks to the committed partnership of our state associations; MSBA, MASA, MASSP, MNIAAAA, and MSHSCA we have provided behavioral expectations for students and schools and energized student and staff leaders in making these a reality in our events. These highly engaging, student-energized conferences are designed to bring students together and establish safe, respectful and inclusive contests and events for all participants. In addition, we expect these current and future leaders to bring the concepts and approaches back to their school and community and improve the culture in their school, also expect that these current and future leaders will bring the concepts and approaches back to their school and community and improve the culture in their school, at their contests and within their programs.

We truly appreciate all of our Member Schools and recognize that, even as some schools are consolidating or encountering challenges, our membership now exceeds 600 Member Schools annually. This signals the strength of our League and the quality of the experiences that our students have. We greatly appreciate all those in your school who make these opportunities for your students a reality. We appreciate our longtime members and our newest members equally and welcome all to the Minnesota State High School League, a statewide community that shares the same beliefs, responsibilities and opportunities and also moves us forward.

As you prepare to declare your commitment to membership and provide access to over 50 available fine arts and sports through the Minnesota State High School League, we ask each Member School and board to more clearly understand the depth of the League and recognize your role in leading within your school, your community, your conference and your section as we prepare for an outstanding 2026-2027 school year. Should you have any questions related to participation in the Minnesota State High School League, please reach out to our League Office or to me personally and we will do our best to serve our members. Thank you for all you have done to make the 2025-2026 school year a great one and the League is looking forward to beginning our new school year with the first day of practice on August 17.

Have an outstanding year!

Sincerely,



Erich Martens  
Executive Director



## **FOUNDING PURPOSES**

The Minnesota State High School League is organized for the following educational purposes:

1. To provide, promote, extend, manage and administer a program of activities for youth of the schools of the state on subsection, section and state levels in the fields of athletics, speech, music and dramatics on a competitive basis, as well as such other curricular and extracurricular activities as may from time to time be sponsored by the schools of Minnesota.
2. To establish uniform and equitable rules for youth in inter-school activities.
3. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.
4. To protect youth, member schools and their personnel from exploitation by special interest groups.
5. To provide mutual benefit and relief plans for the assistance of school students injured in athletic events or supervised school activities in meeting medical and hospital expenses incurred by reason of such injuries.
6. To serve the best interests of member schools and their students by providing a medium of cooperation and coordination in educational fields of endeavor and a series of related activities on a state-wide basis, which they individually could not achieve or accomplish for their students and which aid and assist the schools in maintaining a constantly improved program.

## **MISSION STATEMENT**

The Minnesota State High School League provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools.

**Education and Leadership for a Lifetime**

## **BELIEFS**

**We believe that...**

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities.



**2026-2027 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

**This form must be completed once for each school in the district.**

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.**

**RESOLVED**, that the Governing Board or Entity of \_\_\_\_\_ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

***Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.*

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

**The following is taken from the MSHSL Constitution:**

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

\_\_\_\_\_  
Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

\_\_\_\_\_  
(Designated School Board Member – please print)

\_\_\_\_\_  
(Designated School Representative – please print)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**208.02 ACTIVITY REPRESENTATIVES**

\_\_\_\_\_  
(Boys Sports – please print)

\_\_\_\_\_  
(Girls Sports – please print)

\_\_\_\_\_  
(Speech – please print)

\_\_\_\_\_  
(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
(Board Member—please print)

\_\_\_\_\_  
(Student—please print)

\_\_\_\_\_  
(Parent—please print)

\_\_\_\_\_  
(Faculty Member—please print)

\_\_\_\_\_  
(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Print Name: \_\_\_\_\_  
(Superintendent or Head of School)

Signed: ***Signature required***  
\_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)  
***electronically through DocuSign***  
Date: \_\_\_\_\_

Signed: ***Signature required***  
\_\_\_\_\_  
(Superintendent or Head of School)  
***electronically through DocuSign***  
Date: \_\_\_\_\_

# Student Device & One-to-One Handbook



**Minneota Public Schools**

**2026-2027**

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## Minneota Public School One-to-One Program

Minneota Public Schools' 1:1 Initiative focuses on preparing students for their future in a world of digital technology and information. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first-century students is a device selected by the school district.

The individual use of this device is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Personal devices encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures, and information within this document apply to all electronic devices used in Minneota Public Schools including any other device considered by the administration to come under this policy. Teachers may set additional requirements for computer use in their classrooms.



# Receiving Your Device

## 1.1 Receiving Your Device

Devices will be distributed each fall at a time/date TBD. Parents and students must sign and return all required documents before the device can be issued to their child.

~~Devices will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original device each year while enrolled at MPS unless swapped out due to age or condition.~~

## 1.2 Device Charger

Each student device is handed out with a corresponding charger. It is the responsibility of the student to maintain possession of their charger for the year. If the student loses or breaks their charger, they will have to purchase a new charger through the school.

## 1.3 Device Check-In

Devices will be returned during the final week of school. If a student transfers out of the Minneota school district during the school year, the device and charger must be returned at that time.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MPS for any other reason must return their device on the date of termination.

If your device has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during the student device check-in or when checking out to transfer to another district.

If a student fails to return the device or charger at the end of the school year or upon termination of enrollment at MPS, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the computer. Failure to return the computer/charger or reimburse the district for its replacement cost will result in a theft being filed with the local police department.

# Taking care of your device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Tech office.

## 2.1 General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open and must always carry it closed.
- Be mindful when handling backpacks with devices inside to avoid accidental damage.
- To conserve battery life, devices should be placed in sleep mode (by closing the cover) or shut down when not in use.
- **Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Minneota Public School District.**



- Devices are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them or where they are exposed to freezing temperatures (like your locked car). If the device gets cold, let it warm up to room temperature before operating.
- Devices must never be left unattended in an unlocked car, locker, or any unsupervised area.
- Students are responsible for keeping their device's battery charged for each school day. The school will not borrow out extra chargers.
- To not comply with the General Precautions may result in being required to check out and return the device each day from the tech office for a minimum of one week on the first offense or a minimum of two weeks on the 2<sup>nd</sup> offense. Any additional offenses may result in the loss of netbook privileges as determined by the building Principal.

## 2.2 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the screen.
- Do not place anything on the keyboard before closing the device (e.g., pens, pencils).
- Clean the screen with a soft, dry cloth or anti-static cloth. These devices are touchscreen and need to be kept clean to be effective.
- Be mindful of how the device is stored – Example: If kept in a bookbag, do not throw the bookbag around.

## Using your device at school

The devices are intended for daily use at school. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

### 3.1 Device Left at Home

If students leave their device at home, they must check out a loaner device from the High School tech office - which is subject to availability. If a student repeatedly leaves their device at home, they may be required to "check out" their device from the Tech office for a period of time. Additional offenses may result in detention or other disciplinary action as determined by the building Principal.

### 3.2 Device Undergoing Repair

The Tech office will make loaner devices available when a student device is dropped off for repair due to normal wear and tear or for warranty issues. If the repair is required due to a violation of general precautions or malicious intent, the student will be required to check out and return the loaner device each day from the Tech office.



### 3.3 Charging your ~~Device~~ Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. If a student does not have a fully charged device or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their device during lunch or at another time of non-use. For this purpose, charging areas will be designated in supervised areas (classrooms). Outlets will be limited so students shouldn't rely on charging their device at school. Extra chargers will not be loaned out to students.

### 3.4 Device Settings

- Students may not change any device control panel settings from the original defaults.
- Inappropriate media may not be used as a screensaver or be saved on the device.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures, or any other material that is not school appropriate will result in disciplinary actions.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

### 3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- NON-EDUCATIONAL internet games are not allowed on the device during school hours. NO games can be downloaded and installed on your device.
- Do not save any music, games, or programs to the device. All software must be district approved.

### 3.6 Home Internet Access

Students are allowed to set up home internet access on their devices. The machines are capable of accessing wireless internet. The rules outlined above regarding appropriate use also apply when the device is in use outside the school building.

### 3.7 Personal Input/Output Devices

Students are allowed to bring their own mouse/headphones to use with their computers if they desire. Each student will be responsible for their own equipment, and the technology department will not be responsible for fixing these items should they malfunction.

## **Managing Your Files and Saving Your Work**

### 4.1 Saving Documents on Your Device

Storage space will be available on your device, but it will NOT be backed up in case of reimaging. You should save important documents on removable file storage such as a flash/USB drive, cloud storage, or external hard drive. Students are encouraged to use district-recommended cloud storage to store their documents. Training will be provided by the school district on how to use this cloud-based site.

It's the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.



## 4.2 Network Storage

The school will provide a non-secure “common drive” where students can store and access files while at school. Students will be encouraged to use cloud-based storage, such as their Google account.

## 4.3 Network Connectivity

The Minneota Public School District makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

# Software on Devices

## 5.1 Originally Installed Software

The software originally installed by the Minneota Public School district must remain on the device in usable condition and be easily accessible at all times.

From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the device at the completion of the course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

## 5.2 Virus Protection

The issued device has anti-virus protection and other programs that help protect the software. If a student suspects that there is a virus or malware on their device, they should bring it to the Tech office for inspection.

## 5.3 Additional Software

Students are not allowed to load extra software on their devices.

## 5.4 Inspection by Administration

The issued devices are the property of the school and are loaned to the students free of charge. The Administration and/or staff can request a device inspection at any time. Random device inspections may be held periodically.

## 5.5 Procedure for changing or re-loading software

If illegal software is discovered, the software or files will be subject to deletion and could warrant that the hard drive be re-imaged. If technical difficulties occur, the hard drive may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software or documents deleted due to a re-imaging procedure.

## 5.6 Software upgrades

Upgraded versions of licensed software are available from time to time. Students may be required to check in their devices for periodic updates.



## Acceptable Use

The Minneota Public School District is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to e-mail, student data storage, and the Internet. To gain access to these resources, students and parent must sign and return this form to the school.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the device, Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion for the students. When applicable, law enforcement agencies may be involved.

### 6.1 Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use, Safety, and Data Privacy" policy is available on the Minneota Public Schools website – <https://www.minneotaschools.org/our-district/board-of-education/board-policies> – Policy #524.

### 6.2 Student Privacy Data

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct affecting a student's educational data. The notice must, for assessment technology provider contract:

- A. identify each curriculum, testing, or assessment technology provider with access to educational data;
- B. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
- C. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students with an opportunity to inspect a complete copy of any contract with a technology provider.

Students will ~~have access to receive a copy of~~ the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.



### 6.3 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- It is the parents' responsibility to supervise all use of the Internet while their child is using a school-supplied computer at home.
- CIPA Regulations (Child Information Protection Act): It is important to point out that the school district may or may not provide a web filter for off-campus use. The student could be subject to controversial web content without proper monitoring. It should be also noted that if your child attempts to put any harmful or illegal content on the device, both the student and parent/guardian will take full responsibility.
- Any use of the device outside of the school day still falls within the guidelines of the Acceptable Use Policy [524] adopted by the school district (which can be found on the school website). All students will abide by this policy while they are using their devices either at or away from school.

### 6.4 School Responsibilities

- Provide internet and email access to its students while at school.
- Provide internet blocking of inappropriate materials while at school.
- Provide network data storage areas. School-provided data storage areas will be treated similar to school lockers. The Minneota Public School District reserves the right to review, monitor, and restrict information stored on or transmitted via Minneota Public School District-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

### 6.5 Students Responsibilities

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via Minneota Public School District's designated internet system is at your own risk. Minneota Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Help the Minneota Public School district protect our computer system by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any e-mail or internet activity under their name will be considered their responsibility.



- If a student should receive an e-mail containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to immediately inform the office and/or Principal~~print a copy and turn it into the office.~~

## 6.6 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates the district Acceptable Use Policy or any other existing Board policy or public law.
- Use of sites selling term papers, book reports, and other forms of student work
- Non-Educational internet/computer games
- Use of any software not already installed on the device without prior approval from the school.
- Changing of the device settings
- Downloading and executing files —~~Examples: MSN Messenger, games, etc.~~
- Spamming – Sending mass or inappropriate e-mails.
- Gaining access to other students' accounts, files, and/or data
- Password sharing
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information except in an instructional context or in the performance of Minneapolis Public School District business and with the permission of the district.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Using the device to participate in cyber bullying.
- Using the device to plagiarize or cheat.
- Writing, Drawing, or placing stickers or gum wrappers on the device.

## 6.7 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or administrator.
- Plagiarism is a violation of district and school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school district.



## 6.8 Student Discipline

Computers owned by Minneota Public Schools are first and foremost for educational purposes. This does not preclude the use of the issued device at home for other purposes, but priority is given to use by the student for schoolwork. At home or at school, a student who violates any part of this handbook or the District's Acceptable Use Policy shall be subject to the consequences outlined in that document.

At school, students must always have a school-related purpose for being on the Internet. Information downloaded from the Internet should be classroom-related and approved by the classroom teacher. This requirement applies to any information from the Internet such as software, music, and non-print images. Students who use the Internet in school for non-approved purposes or purposes not related to schoolwork will receive the following consequences at a minimum:

- **1<sup>st</sup> Offense:** The classroom teacher will handle the problem according to his or her classroom discipline policy described on the course syllabus.
- **2<sup>nd</sup> Offense:** The student will be referred to the office and scheduled for detention.
- **3<sup>rd</sup> Offense:** The student will be referred to the office and issued in-school suspension.

Additional offenses or serious violations such as using the Internet in school to view or download material that is obscene, vulgar, or sexually explicit, or to bully or harass another person, may result in additional and more severe consequences as determined by the Principal.

## 6.9 Cyberbullying

Students using the issued devices are reminded of the district's policies regarding bullying and harassment, including cyberbullying, as described in district policy.

# Protecting and Storing Your Device

## 7.1 Device Identification

Student devices will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If a device loses its labeling, the student will immediately turn in the device for re-labeling. The district will maintain an inventory of all devices, with label identification, student assignment, and serial numbers. **Only labels or stickers approved by the Minneota Public School District may be applied to the device.**

## 7.2 Password Protection

Student devices will be password protected. Students will keep their **passwords** confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

## 7.3 Storing Your Device

When students are not using their devices, they should be stored in their lockers – NOT IN THE HALLWAY. Nothing should be placed on top of your device when stored in the locker. Students are encouraged to take their devices home every day after school to be charged, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home.



#### 7.4 Devices Left Unattended

Under no circumstance should devices be left unattended (except in designated areas). Any device left unattended is in danger of being stolen. If a device is found unattended, it will be taken to the K-12 office.

## **Repairing or Replacing Your Device**

### 8.1 Warranty



This coverage is purchased by the Minneota Public School district as part of the purchase price of the equipment. This coverage warrants the ~~devices netbooks~~ from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the device or to replace the device. The warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses, or cover the charger. Please report all device problems to the Tech office.

## 8.2 School District Protection

The school district shall provide repairs at no cost to the student for normal wear and tear. School District Protection is available for all students and parents to cover device repair or replacement in the event of theft (police report required) or accidental damage. The protection plan cost is \$25 annually for each device. It is highly recommended that each family purchase this plan. Accidents happen to even the most careful people. The plan is optional but if a family waives the School District Protection plan, the student/parent is fully responsible for any repairs or replacement of the device should there be damage. The first incident of **accidental** damage to the device is covered under the school's protection plan – if the family purchased the plan. Damage other than that caused by an accident or damage to a second, third, fourth, etc. device will be the responsibility of the student and/or the parent. The school will determine the appropriate course of action and/or restitution in situations such as this. Lost items such as protective cases and charging cables will be charged the actual replacement cost. There is a sliding scale (for the cost of the protection plan) based on your application for free and reduced lunch. See the district office for details.

## 8.3 School/Student Responsibilities

Students will be held responsible for maintaining their individual school computers and keeping them in good working order. See Section 2.1 “General Precautions” for information and expectations for taking care of the device. Computers that malfunction or are damaged must be reported to the Tech office.

The school district will be responsible for repairing:

- Computers that malfunction due to manufacturing or software defects.
- Devices that suffer damage from normal use.
- ~~Any issue covered under warranty.~~

The student/family without District Protection Plan will be responsible for:

- Repair cost due to accidental damage.
- Full cost if replacement is necessary.
- Students will be entirely responsible for the cost of repairs to devices that are damaged intentionally or due to negligence. Vandalism may be charged if a destroyed device isn't fully paid for by the responsible party.
- Parents who don't pay for their broken/repaired device in a timely manner will be subject to being turned into a collection agency.

Devices that are stolen must be reported to the building principal or district superintendent and the Minneota Police Department. A police report will be required by the district to prove the claim for the loss.



## 8.4 Claims

All insurance claims must be reported to the Tech office. If a device is stolen or damaged, students or parents must file a police or fire report and bring a copy of the report to the administrator's office before a device can be replaced with School District Protection. ~~The~~

The district will work with the Minnesota Police Department to be aware of this District-owned equipment.

## Device Technical Support

The Tech office coordinates the repair work for all electronic devices. Services provided include the following:

- Hardware maintenance and repairs
- ~~Software configuration and support~~
- ~~Password identification/retrieval~~
- User account support
- ~~Operating system or software configuration support~~
- ~~Application information~~
- ~~Re-imaging hard drives~~
- ~~Updates and software installations~~
- Coordination of warranty repairs
- Distribution of loaner devices
- ~~Virus removal~~
- Proactive and reactive cybersecurity



# Electronic Device Pledge Form

## **Student Pledge for Electronic Device:**

- 1) I will follow all of the policies and regulations included in the 1-to-1 Handbook while at school as well as outside of the school day.
- 2) I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- 3) I agree to return the device and protective case in good working condition.

## **Parent Pledge:**

I recognize that it is my responsibility to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for any inappropriate materials acquired by my child. I will also assure that my child will not use this device to engage in cyber-bullying of any kind. I will assume full responsibility for any harmful or illegal content on the device. I also will take full responsibility for any damage that occurs to the device while the device is in my child's possession. I hereby give permission to allow my child to check out a school issued device for the current school year.

I agree to the stipulations set forth in the above documents including the 1-to-1 Device Handbook, the district Acceptable Use Policy, the Bullying Policy, other applicable district policies and this pledge form.

Student Name (Please Print): \_\_\_\_\_ Student Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PLEASE CHECK ONE: Checks payable to Minneota Public School**

I agree to enroll in and fully understand the school district protection plan (cost \$25)

I decline to enroll in the school district protection plan and fully realize that I am financially responsible for repairing any damage and/or replacing my child's school issued device.

\_\_\_\_\_ Amount Paid      \_\_\_\_\_ Cash      \_\_\_\_\_ Check (Check Number)

## **Parental Consent for Google Additional Services**

I give permission for my child to access Google Additional Services, including YouTube, Google Translate, Maps, Earth, Play Store, and Bookmarks, for educational use.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MINNEOTA HIGH SCHOOL**  
**2025-262026-2027**



**RULES AND REGULATIONS PERTAINING TO  
HIGH SCHOOL ACTIVITIES**

## MISSION

[The mission of Minneota Activities is to foster the growth of students by promoting the values of respect, discipline, commitment, sportsmanship, faith, trust, loyalty, honor, integrity, and passion.](#)

~~The mission of Minneota activities will be to help students learn: Respect, Discipline, Commitment, Sportsmanship, Faith, Trust, Loyalty, Honor, Integrity and Passion.~~

## ACTIVITIES

Your high school career includes many activities aside from the regular classroom experiences in which you may participate. You are urged to take part in some of them. Besides being entertaining and satisfying, these activities broaden your interests and help you to develop many extra skills. Minneota High School offers the following activities for our students:

### **Music**

We are proud of our music programs and their exhibitions during the school year at various sporting events, fine concerts, competitions, and other public appearances. Its pep does much for our fine school spirit. Musicians are made through practice; they are not born musicians. If you are interested in music, reach out to the music instructors. If you do not have an instrument, some may be available for your use. A rental fee for certain instruments will be charged.

### **Speech**

Minneota High School participates in speech activities sponsored by the Minnesota State High School League. The fields include Oratory, Dramatic Reading, Extemporaneous Reading and Speaking, Humorous Selection, Story-Telling and several other categories. Here is a challenge to develop diction, confidence and poise. Participate in speech activities!

### **Drama Activities**

In the fall, MHS will produce either a musical or a play. The genre of the production will be at the discretion of the director. Plays are selected by the director and approved by the administration. The cast is selected by tryouts, which are open to all students. Those interested in trying out will be asked to attend a meeting where information concerning the production will be presented. In winter, MHS will offer One-Act Play sponsored by the Minnesota State High School League. Play selection will be determined by the director. Cast and technical crew will be selected through tryouts by the director. Opportunities will exist to perform the play for our community as well as at the MSHSL competitive level.

### **Visual Arts**

Minneota High School has added Visual Arts as an MSHSL competitive activity for the 2025-26 school year. This is a yearlong activity where participants will have the opportunity to showcase their artistic talents for an opportunity to participate in a statewide show in the spring.

### **Athletics**

Minneota participates in eleven interscholastic sports. They include football, cross country, and volleyball in the fall; basketball, wrestling, hockey, and dance team in the winter; softball, baseball, track, and golf in the

spring. We are members of the Camden Conference in basketball, volleyball, track, cross-country, baseball, softball, and dance team. We are a member of the [Southwest District North Sub District](#)[Mid-South \(White\) District](#) for football. Minneota is a member of the Minnesota State High School League. We are in a co-op with Canby for dance, cross-country, track and softball. Minneota hosts softball and the others are held in Canby, including practices. We are in a co-op with Marshall for hockey, and Marshall is the host for that sport.

Our eligibility rules are those of the Minnesota State High School League, supplemented by local rules to govern special situations. We expect our athletes to be well behaved off the field as well as on. While every effort is made to have excellence in athletic achievements, emphasis is mainly on good sportsmanship and fair play

### **FCCLA**

Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women in grades 7-12 become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education.

Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, community service, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration.

Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life--planning, goal setting, problem solving, decision making, and interpersonal communication--necessary in the home and workplace.

To be eligible, a student must be enrolled in a Family Consumer Science class or have had one year of Family Consumer Science class.

### **Robotics**

The Robotics program is designed to explore the current and future use of automation technology in industry and everyday use. The students will receive a comprehensive overview of robotic systems and the subsystems that comprise them.

### **FFA**

The FFA organization promotes agriculture and premier leadership through hands on experience. FFA prepares students for life after high school; whether that be college or in a career field. Students have the unique opportunity to travel to conventions and meet other FFA members as well as exciting leadership training.

### **Clay Target**

The Clay Target League is offered through Community Education and is an extracurricular coed activity for students in grades seven through twelve who have their Firearms Safety Certification.

MSHSL State Qualification Policy

The top five shooters, based on competition averages, will be selected to represent the Minneota Clay Target League at the Prior Lake competition.

Competition average scores are calculated by combining the shooter's regular season average with their score from the Alexandria competition.

Tiebreaking procedures are as follows:

The shooter with the higher score at Alexandria will advance.

If a tie remains after comparing Alexandria scores, the tie will be broken using a reverse run method (evaluating the most consecutive targets hit from the end of the round backward).

### **Student Council**

The Student Council is an organization of students selected to serve as their official representatives in matters of concern to the entire school in areas where the council has been given power and authority by the administration. It is comparable to a lawmaking body in that student members are elected to represent and speak for the group.

In the spring, students apply for officer positions and a faculty committee selects officers from the applicants. Officer positions are president, vice-president, secretary, treasurer, and parliamentarian to serve as executive officers for the council. If we have a regional or state officer in our school, they are automatically a member of the council.

### **National Honor Society**

The Viking Chapter of the National Honor Society has as its objectives to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of Minneota High School. Membership in this chapter is based upon scholarship, service, leadership and character. To be eligible for membership, candidates must meet G.P.A. requirements. Their eligibility shall then be considered on their service, leadership and character. Selection is by the NHS Faculty Council and is limited to Juniors and Seniors.

### **Knowledge Bowl**

Minneota offers Knowledge Bowl to students in grade 7-12. Knowledge Bowl is an interdisciplinary academic contest that combines intense competition with the incredible skill of knowledge recall. Team members work cooperatively to solve oral and written questions while teams race against each other to be the first to answer the question correctly.

### **AWARDS PRESENTATION**

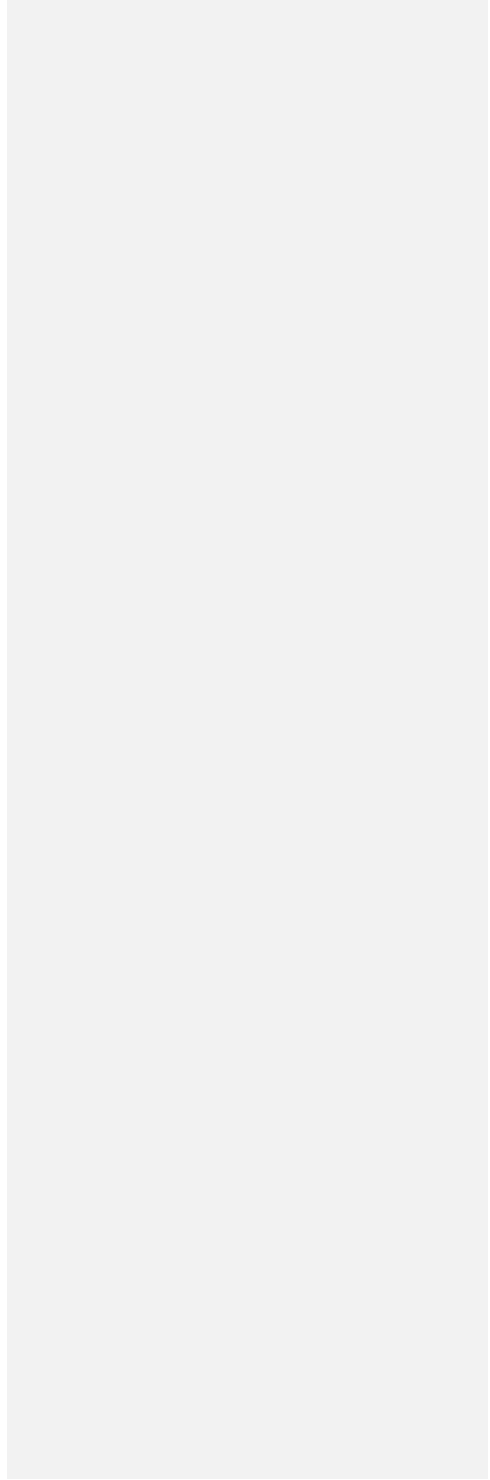
Awards may be presented to students at the conclusion of the activity. Coaches/directors may hand out all awards, with the local paper being notified so that an article with accompanying picture can be placed in the *Minneota Mascot*.

### **Award System**

It is the hope that all students will take part in some extra-curricular activities. School will be more interesting and valuable with participation in some extra-curricular activity.

In some cases, it will take more than one year to earn a letter. Registration for each activity is done in Arbiter and records are kept online. Reports are available upon request. In most activities, you will be awarded a letter when you first earn it. See specific activity in the section below for an explanation of the types of awards to be given. In no case will any awards be given if the student is not in good standing at the time the letters are awarded.

The coaching staff/advisor/director of a particular activity has the option to letter a student/athlete based on predetermined criteria they have established for that activity.



If any suspensions occur during the season, the student will not letter in that activity. They will receive a participation certificate. The season will be defined from the first day of practice as defined by the MSHSL to the last contest for the team or individual.

### Winning a letter in Athletics/Activities at Minneota High School

#### 1. Point System

A player must attain one-third plus one of the number of quarters in football and the same number of innings in baseball and softball. For basketball one-half plus one number of halves. For example, if we have 7 games this would equal 28 quarters. One-third of 28 is 9 plus 1 would equal 10 quarters that a player would have to participate in.

Players can also letter if they are a member of the tournament team.

Dance athletes will letter if they are on the varsity team and participate in the end of the year tournament. Should an injury or other unique circumstance take place, coach/advisor discretion will be used in the lettering process.

Wrestlers will be awarded letters if they

- participate in one-third of the varsity matches, or
- earn ten team points, or
- are a member of the tournament team, or
- distinguished themselves or team in outstanding manner, or
- Senior with the team for three years.

Girls' golfers must average under 60 and participate in 3/4 of the matches or (2) place in district, or (3) participate for three years but not earn enough points (Senior only).

Boys' golfers must average under 50 and participate in 3/4 of the matches, or (2) place in district, or (3) participate for three years but not earn enough points (Senior only).

This alone would not entitle a player to a letter. The following will also be taken into consideration:

Injured Player: Anyone injured/medical disability during the course of the season who the coach/advisor in his/her opinion would have lettered will be awarded one.

In addition, a participant must complete the regular season/activity period to be eligible for a letter.

Student Manager: Must complete two years of duty in the same sport from grades 7 through 12 to the satisfaction of the coach/advisor to receive a letter.

#### 2. Type of Awards

A. Emblem - A participant may get a letter "M" for the first time in grades 7-12 providing he/she has met these activity requirements. An individual will receive only one emblem.

B. Insignia - Given to participants the first time they letter.

C. Gold Bars & Certificates - Gold bars and certificates will be given to participants each time a letter is earned.

### **Policy for Lettering in High School Band**

Letters and music emblems shall be awarded on a point basis. To be entitled to a band emblem, a student must earn a total of 18 points. Points start accumulating at the beginning of the student's 9<sup>th</sup> grade year. The points earned are cumulative through the course of the student's band career.

One point shall be granted to each member of a group for each public appearance of the group, other than assembly program, band/choir concerts, parades and graduation. Public appearances include pep band performances, solo/ensemble contest, large group contest and other performances outside of the school day that are not a part of your quarter grade.

Soloists and ensembles taking part in the section/state contest will receive 3 points for a superior rating, 2 points for an excellent rating, and 1 point for participation if a superior or excellent rating is not scored.

An accompanist will receive 1 point for accompanying a soloist or ensemble.  
Seniors will receive a letter their final year if they have not received one previously in band.

### **Policy for Lettering in High School Chorus**

To be entitled to a choir pin, a student must earn a total of 15 points through participation in extra-curricular choral activities. At least eight of these points must be earned in public appearances and contests. Ways to earn points:

1. Regular attendance at rehearsals - 1 point for each semester.
2. Participation in each public appearance of an ensemble - 1 point per event.
3. Solo/small ensemble opportunities within the large ensemble - 1 to 3 points each year.
4. Accompanying opportunities - 1 to 5 points (based on quantity and quality of services provided) each year
5. Solo and small ensemble participation in sub-section and/or region/state contests - Superior rating = 3 points; Excellent rating = 2 points; Participation = 1 point

Ways to lose points:

1. Unexcused absences - 1 point for each occurrence.
2. Ineligibility at the time of a major performance or contest - 2 points for each occurrence.

Points start accumulating at the beginning of each academic year with letters awarded based on total points earned as of May 5. Seniors in good standing may be awarded a letter at the discretion of the director even though they may not have earned the necessary 15 points.

### **Speech**

1. 25 points are necessary to secure a letter

## 2. Breakdown of points

Participating in regular season meets 5-10 pts.

Participating in the Sub-Section contest 15-20 pts.

Participating in the Sectional contest as either an alternate or a contestant 25 pts.

(Points are awarded at coach's discretion)

## **Drama**

### 1. 25 points are necessary to secure a letter

Earning a Letter in Drama

(Theater)

To be entitled to a drama pin, a student must earn a total of 25 points in a school sponsored production. Ways to earn points:

#### 1) Participation as an actor/actress

- 10-15 points for a leading role
- 8-10 points for a supporting role
- 5-8 points for a small role

#### 2) Participation in various support crews (set construction, lighting, costumes, make-up, etc.)

- 5-10 points based on degree of commitment

#### 3) Student Director

- 10-15 points

#### 4) Member of the orchestra (for musical productions)

- 10

points Ways to lose

points:

#### 1) Frequent unexcused absences from rehearsals or performances

- -1 point

#### 2) Ineligibility at the time of a major performance or contest

- -2 points for each occurrence

## **One Act Play**

Lead 10 pts.

Other Roles 5pts

Student Director 10 pts.

Technical Crew 5-10 pts.

Advancing to Regional Contest 10 additional pts.

Outstanding Actor or Actress Award 5 additional pts.

**Three Act Plays**

Lead 10-15 pts.

Other Roles 5-10

pts.

Student Director 10-15 pts.

Stage Manager 10-15 pts.

Technical Director 10-15

pts. Orchestration 10-15 pts.

Technical Crew 5-10 pts.

(Points are awarded at director's discretion)

When enough points are accumulated, a letter will be awarded. A dramatics emblem is to be awarded at the same time as the letter.

**Knowledge Bowl**

Letters and emblems shall be awarded on a point basis. Points are earned by attendance at practice, attendance at meets, and achievement at meets. Points will be earned as follows:

Practice Points: Attend a minimum of 80% of the practices 25 points Attend  
between 50% and 79% of the practices 15 points  
Attend less than 50% of the practices 0 points

Meet Points: Attend a minimum of 80 % of the meets 25 points Attend between 50%  
and 79% of the meets 15 points  
Attend less than 50% of the meets 0 points

Excellence points: Place in the top 5 at the region level 20 points Place in the top 10  
at the region level 15 points  
Place in the top 15 at the region level 10 points  
Place in the top 20 at the region level 5 points

A total of 60 points will earn a letter. Points will carry over to the following year.

**Visual Arts**

Letters and emblems shall be awarded on a point basis. Points are earned by attendance at practice, attendance at meets, and achievement at meets. Points will be earned as follows:

1. COURSES:

a. Complete four semester courses in the Visual Arts with an exception of a minimum of two courses for graduating classes of 2026

b. Maintain a 3.2 or higher G.P.A. in all Visual Arts classes

2. CHARACTER:

- a. Exhibit Respect, Responsibility, Character, and Pride!
- b. Show leadership and kindness to others in the Visual Arts classroom (i.e. class discussions, responsibility of materials, helpful to others)

3. COMPETITION:

- a. Exhibit original art work in shows and competitions (2 minimum): this includes but is not limited to the, MSHSL regional or state Visual Arts section 3A, MHS Fine Arts Showcase, Lyon County Fair, Other as approved by advisor.

**GUIDELINES FOR EXTRACURRICULAR ACTIVITY**

The eligibility rules of the Minnesota State High School League and those of the Board of Education will apply to all extra-curricular activities at Minneota Junior and Senior High School. All forms necessary for participation must be completed and turned into the high school office prior to the start of scheduled activity.

I. Extra-Curricular Activities Policy on Truancy

A participant, who is truant or who has an unexcused absence from school will be dealt with on an individual basis by the high school principal and/or activities director based on the length of the truancy or unexcused absence.

Students, who receive detention from teachers for disciplinary reasons and, therefore, miss practice, will fall under the rules imposed by their respective coaches. Information concerning rules for specific activities will be handled as stated in the "Rules and Regulations Manual" regarding student activities.

II. Extra-Curricular Activities Rules and Regulations

Violations related to MSHSL will fall under the guidelines of the MSHSL. Refer to the MSHSL handout for these guidelines.

III. Activities not covered by the Minnesota State High School League will fall under district rules/regulations.

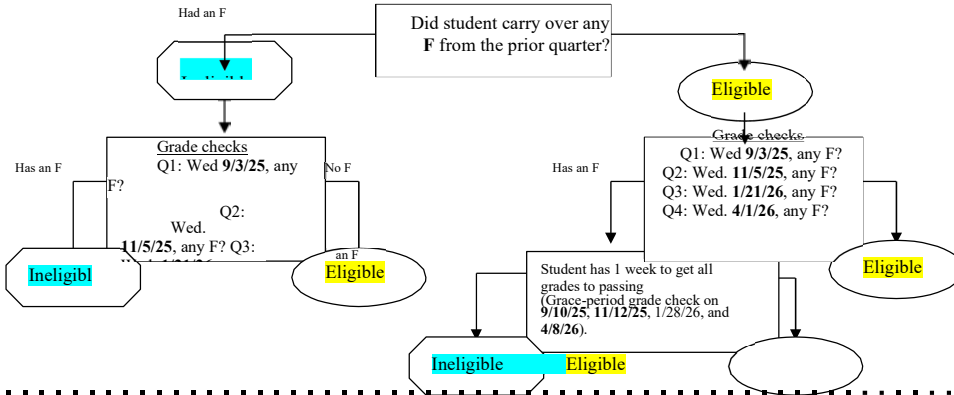
Any student who is involved or will be involved in school sponsored activities, not covered by the Minnesota State High School League, found in violation of the district rules/regulations shall be ineligible for two weeks or one contest/event, whichever is greatest. Consequences for similar violations (i.e. chemical or code of conduct) during the same school year will be cumulative and will be subject to ineligibility for the following

- Second violation: 6 events, 3 weeks or 21 calendar days, whichever is longer
- Third violation: 12 events, 4 weeks, or 28 calendar days, whichever is longer

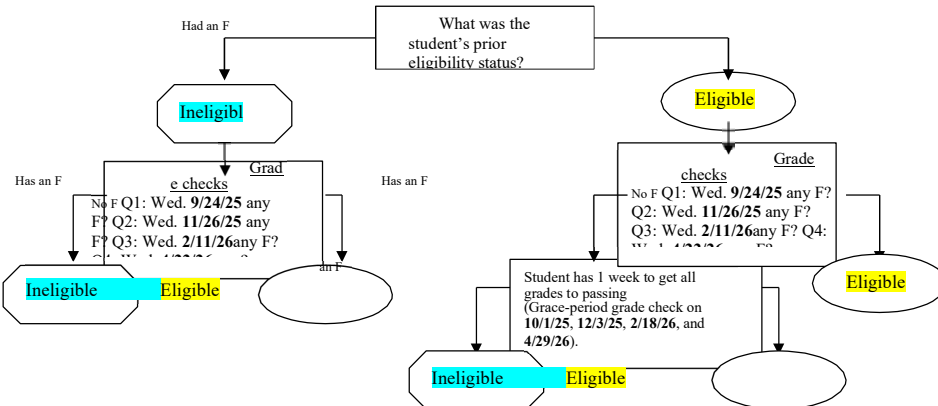
## Minneota High School Academic Eligibility Procedure 2025-26

**Commented [PM1]:** Dates have not yet been discussed with incoming principal. These dates will be updated once conversation has occurred.

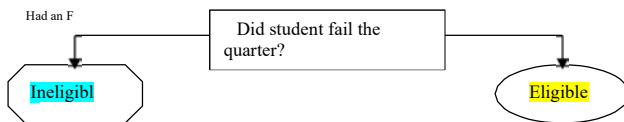
\*Academic Eligibility verification procedure to use for the beginning of a Quarter until week 3 of a Quarter.



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



\*Academic Eligibility verification procedure to use for the end of the Quarter. (Oct 16, Jan 3, Mar 12, May 21)



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

## **ACADEMIC ELIGIBILITY**

Student education is the number one priority of Minneota Public Schools. Grade checks and progress toward graduation will be completed by members of the administration according to the flowchart above. All students that participate in activities are subject to grade checks. This includes all public and parochial students, PSEO students, Online students, Home School students and those that participate on a team as part of a co-op agreement.

If a student is ineligible at grade check and has not been ineligible prior to that grade check, they will be given a 1-week grace period to get their grade to a passing mark. If they are not passing at the end of this grace period, they will become ineligible. If a student is ineligible at grade check and was ineligible at the check prior, they will be ineligible until the next grade check. If a student is ineligible at the end of the quarter, there is no grace period. The ineligibility will be in effect until the next grace period.

Students that are on grace period are allowed to practice and compete during that week of grace period. Students that are ineligible are allowed to practice but cannot compete in events, travel with the team, dress for events, or sit on the team bench.

[Online classes \(non PSEO\): Students are encouraged to take classes offered in person at MHS. If the parents/students elect to take an online course in place of the in person option their progress toward completion of the course will be used in part to determine eligibility. Benchmarks of completion will be set by the high school counselor and principal for each grade check period. Failure to meet this completion standard will result in the appropriate placement on academic eligibility.](#)

## **CONFLICT RESOLUTION PROCESS**

[As your student becomes involved in the programs at Minneota High School, they will experience some of the most rewarding moments of their lives. However, it is important that they understand that there may also be times when things do not go the way you or your child wishes. At these times, discussion with your child and their coaches is encouraged.](#)

If participants or parents have concerns, they will need to follow the appropriate chain of command. The appropriate chain is as follows:

1. Participant meets with Team Captains
2. Participant meets with Coaches
3. Participant & Parents meet with Coaches
4. Participant, Parent & Coaches meet with Activities Director
5. Participant, Parent, Coaches & Activities Director meet with High School Principal

~~[As your student becomes involved in the programs at Minneota High School, they will experience some of the most rewarding moments of their lives. However, it is important that they understand that there may also be times when things do not go the way you or your child wishes. At these times, discussion with your child and their coaches is encouraged.](#)~~

## **EXAMPLES OF APPROPRIATE TOPICS FOR DISCUSSION**

- [Your student's mental and physical well-being](#)
- [Strategies to help your student-athlete improve](#)
- [Concerns regarding your student's attitude](#)

- Academic support and potential college opportunities

It can be challenging when your student is not playing as much or in the role you had hoped for. Coaches, advisors, and directors are professionals who make decisions based on what they believe is in the best interest of all students involved. As outlined above, there are appropriate topics that can and should be discussed with your child's coach, while other matters are best left to the coach's discretion.

EXAMPLES OF WHAT IS APPROPRIATE TO DISCUSS

- Treatment of your student, mentally or physically
- Ways to help your student athlete improve
- Concerns about your student's attitude
- Academic support and possible college opportunities

It is very difficult to accept your student is not playing as much as or in the role you may hope. Coaches/advisors/directors are professionals; they make judgments based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other situations should be left to the discretion of the coach.

#### EXAMPLES OF TOPICS NOT APPROPRIATE FOR DISCUSSION

- Playing time or team position of other students
- Team strategy, play-calling, or coaching decisions during competition
- Other student-athletes or personnel not directly related to your student
- Issues that should first be addressed by the student-athlete (when appropriate)

Concerns in these areas are best addressed directly by the coaching staff. Encouraging students to communicate respectfully with their coach helps promote responsibility, growth, and mutual understanding. If a concern remains after the student has had the opportunity to address it, a meeting may be arranged with the coach at an appropriate time

#### EXAMPLES OF WHAT IS INAPPROPRIATE TO DISCUSS

- Team Strategy
- Other student-athletes
- Playing time

#### COACH-PARENT CONFERENCE

There are situations that may necessitate a conference between the coach and parents. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. The following steps should be followed to help promote resolution.

- Conflicts should first try to be resolved between the student-athlete and the coach. No parent meeting will take place before that happens.
- Parents should call or email the coach to set up a meeting time. Coaches will return calls or emails in a timely fashion.
- Meetings will be held in a professional setting in the school building during school/professional time. If emotions rise to an unreasonable level during the meeting, it will be ended and rescheduled.
- It is inappropriate to approach a coach unscheduled, immediately prior to, during, or at the conclusion of a contest. Meetings of this nature do not promote resolution.
- If, after a good faith attempt to discuss a situation or resolve an issue without reasonable satisfaction, the next step is to call the activities director to discuss the situation.
- If it is deemed that any behavior by parents and/or fans is excessive and out of control consequences may include removal for the competition, suspension from attending 1 or more events or being served with trespass.

#### COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By understanding each position, we are better able to accept the actions of the other and provide greater benefits to our student-athletes. As a parent, when your student becomes involved in one of our programs, you have a right to understand the expectations put on them. This begins with clear communication from the coaches in charge of each program.

#### COMMUNICATION FROM THE COACHING STAFF

- Philosophy of the coach
- Locations and times of all practices and contests
- Any team rules or requirements
- Discipline policy and anything that might result in the denial of the student's participation

#### COMMUNICATION FROM THE PARENT TO COACHES

- Concerns expressed directly to the coach Student injury or illness
- Notification of any schedule conflict
- Specific concerns with regard to the coaches' philosophy and/or experience.

#### COMMUNICATION BETWEEN PARENTS AND STUDENTS (not your own child)

- Parents are expected to maintain appropriate boundaries when interacting with students who are not their own:
- Parents should not engage in conversations with other students that are negative, critical, or disrespectful toward other students or coaches
- Parents should not encourage or request that a student disregard team strategies, rules, or coaching instruction
- Such behavior may be considered inappropriate and could rise to the level of bullying or harassment of a minor. These actions will not be tolerated, and the school will take appropriate disciplinary measures if necessary
- ~~Parents should not engage in conversation with other students that is degrading to other students or coaches. It also should not solicit requests of the student to circumvent the game strategy or instruction of the coaching staff.~~
- ~~This form of communication may be considered bullying or harassment of a minor child and will not be tolerated. Appropriate actions will be taken by the school in such instances.~~

### **ATTENDANCE**

- ~~Each athletic participant and coach/advisor/director representing Minnesota Public School shall dress and conduct himself/herself in such a manner that he/she brings credit to the school and community.~~ In order for a student to participate in a practice, or event, he/she must be signed in by 10:00am if absent due to illness. Any student who leaves school ill or unexcused after 10:00am for any length of time is not allowed to participate in practices or events.
- Exceptions will include dental/medical/legal appointments, family emergencies, funerals, religious instructions and/or school related activities. A note must accompany all appointments from a parent per standard district procedure. The Activities Director or Principal must approve any other exceptions.

### **Additional Team Rules**

Coaches/activity directors shall publish any additional training rules of the squads and file a copy of the training rules with the Principal and Activities Director. Such rules are to be clear, concise, and capable of practical enforcement. If a coach has rules other than those listed in the Manual, a copy must be given to the students, Activities Director, and High School Principal. The School Board must approve these rules.

### **Incriminating Evidence MSHSL ByLaw Violations**

If school administration becomes aware of information—such as internet postings, photos, or other evidence—indicating a possible violation of MSHSL chemical health rules, an investigation will be conducted. Evidence demonstrating possession or use (including but not limited to holding alcohol, tobacco, or drug paraphernalia) may be considered a violation under MSHSL bylaws.

~~If the administration is alerted to Internet sites, photos, or other evidence of a breach in MSHSL rules, an investigation will ensue. Photos of possession (holding tobacco products, drug paraphernalia, or alcoholic beverages) will be treated as a violation.~~

### **Level of Play**

A student/athlete may only play at one level lower than the highest level that the coaching staff place the student/athlete. Example: If a student/athlete dresses for the varsity team, he/she can only play at the B squad or JV level. If the student/athlete is moved up to a higher level during the season, that level will be considered the “new” highest level.

Junior High will consist of 7<sup>th</sup> and 8<sup>th</sup> grade players. No participants in grades 9-12 will play at a level categorized as Junior High. At any point a 7<sup>th</sup> or 8<sup>th</sup> grade student can be moved up to C, JV or V level. Once

[this player goes up to a C level or above they cannot move back down to the Junior High level in that sport for the remainder of the season.](#)

[Varsity/JV/C levels may consist of players from any grade 7-12. Once you play on one of these levels the student is considered an MSHSL governed participant in that activity and is subject to all rules of the MSHSL. The level that a student is placed on is determined by the coaching staff and is determined based on the Playing Time Guidelines listed later in this handbook.](#)

### **Supervision**

It is the responsibility of the advisor/coach to maintain supervision at all times, with special attention given to this duty, when overnight lodging of participants is required. Only those participants involved directly in the activity are to be allowed at the lodging site, with exception being members of the immediate family.

### **Student Managers**

Student managers are an integral piece of each team/activity. Students that wish to be a team manager must inquire with the coach/advisor of the team about available opportunities. Coaches/advisors will give instructions and duties that they need the student managers to complete at practices and competitions. Student managers are expected to follow all MHS, MSHSL and team rules and are subject to the same consequences as those participating in the activity.

### **Cameras in Locker Room**

Pursuant to MSHSL and Minnesota Public Schools rules, the use of cameras in the locker room, bathroom, athletic training room, or other area where students change clothing or where a student's personal medical/injury status may be disclosed is prohibited. We understand that students may keep a smart phone in their gym locker and play music from it (music that is not profane or offensive) – that this activity is not prohibited. However, the use of cameras in these locations is strictly prohibited. If your child notes an object or action that violates MHS or MSHSL code of conduct, they should notify a coach or school personnel immediately. Violations of this MSHSL policy may include MHS disciplinary steps and or an MSHSL code of conduct violation.

### **Transportation Policy**

Minnesota Public School [and 4.0 Bus Services](#) provides transportation from the Minnesota Public School to the sponsored activities, and back to the Minnesota Public School for all students involved in school sponsored activities. The Ivanhoe School District will be responsible for transporting students to the Minnesota Public School, and back to Ivanhoe for Minnesota Public School sponsored activities. The [Ivanhoe](#) shuttle bus [schedule](#) is determined by the Ivanhoe Board of Education and is subject to change. Any questions regarding the Ivanhoe Shuttle Bus should be directed to the Ivanhoe School.

All students are to ride on the buses to and from school sponsored activities unless there is a specific and valid reason as to why they will be riding with their parents or an approved adult who is not a student in high school to or from the activity. If this is the case, the parent will submit in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation. This request must be received by email no later than noon of the day of activity. The high school principal, activities director, or coach who will decide whether to honor such request will review this request. Any changes or cancellations need to be

reviewed by the proper personnel.

Parents must talk to the coach and provide a written note when they (parents) are going to provide a ride home for the student. A parent may request that their son or daughter ride home with an approved adult who is not a student in high school. If the student rides home with their parents or an approved adult who is not a high school student, the **Parent** will submit the request to the high school principal, activities director or coach in writing by noon of the day of competition the reason as to why their son or daughter should be permitted to use this alternate form of transportation and who will be driving. Failure to comply with this policy will result in the student riding the school provided transportation.

Co-op activity transportation. Minneota will provide transportation for our co-op activities held at Canby High School. Students should ride the school provided transportation to and from all practices held in Canby. With parental permission, a student with a valid driver's license may transport themselves to and from practice. If a student wishes to ride with another student to and from practice both the parents of the student providing the transportation and the parents of the student riding with the student must give written permission to the Activities Director.

Parents must provide written permission to the Activities Director for their child to transport themselves. If a student rides school transportation to Canby for practice, it is expected that they will ride this transportation back to Minneota. If the student will be staying in Canby, parental permission must be provided in writing to the Activities Director prior to 12:00pm.

If a student misses the bus to a competition, they will not be allowed to transport themselves to the event even with parent permission. A parent may bring them to the competition, however team rules on being allowed to dress, sit on bench or play will be followed. Please note the team bus will not stop at a residence to pick up a student that has missed the bus.

[Minneota Activities will follow all disciplinary procedures set forward by 4.0 Bus Services. If a student is suspended from a route bus, this student will be suspended from the activity bus for a minimum of 2 weeks per agreement with 4.0 staff. After the 2 week suspension, the student will be required to sit in a seat in direct view of the coach/advisor for the remainder of the season and any other seasons of participation for the school year. If there is a subsequent incident on the activity bus, the student will be suspended from travel on all activity buses for the remainder of the school year.](#)

\*\*School administrators have the ability to exercise discretion regarding the above transportation policy.

### **Scheduling Procedure for Use of District Facilities**

Any staff/[community](#) member who wishes to use the school building for an organized activity, outside of normal school day, must follow the below procedures:

1. Meet with the Activities Director to discuss proposed activity:
  - A. purpose of activity,  
scheduled dates and times for use of the school building, i.e. gymnasium, classroom, study hall room, weight room, etc.
  - B. [board approved](#) staff who will supervise the activity,
  - C. ~~staff who will supervise the activity,~~
  - D. [To register for the Facilities Scheduling Service please select the Facility Scheduling link on the Minneota Public Schools website.](#)
2. Responsibilities
  - A. keep track of all equipment used and make sure it is properly cared for (equipment must be used at school facilities),
  - B. properly supervise all activities,
  - ~~B-C.~~ [doors are not propped open, access is to approved areas only, all entry points are secured](#)

**Commented [PM2]:** This will change once we have the new link to the scheduling system and procedures. Training coming late June.

[before leaving the facility.](#)

[C.D.](#) make sure facilities are properly taken care of and cleaned up following activity,

[E.](#) provide documentation of liability and student insurance as deemed necessary.

[D.F.](#) [Agreement of any fees associated with the use of the facility.](#)

[Note: This would also pertain to activities not sponsored by Minnesota Public School District](#)

## **Student Accident Insurance**

[STUDENTS ARE REQUIRED TO REPORT ALL ACCIDENTS TO THE OFFICE WITHIN 24 HOURS OF THE OCCURRENCE SO THAT A WRITTEN REPORT CAN BE FILED. Minnesota High School does not provide extra insurance for student participants. Families are responsible for their own primary insurance.](#)

[The MSHSL offers catastrophic insurance for serious injuries that meet certain cost requirements. It also provides concussion insurance to help cover costs not paid by primary insurance. In addition, MSHSL offers extra coverage for injuries that occur during postseason play.](#)

## **Participation Fees and Registration**

All students in grades 7-12 must pay a designated participation fee per activity before they will be allowed to participate in any contests. **The fee must be paid before the first scheduled contest.** If the fee is not paid, the student will not be allowed to compete until the fee is paid. If a student/athlete cannot pay the participation fee, a sliding scale is available by contacting the Activities Director or the District Office. There will be a family cap of **\$460**, Senior High Individual Cap of **\$265** and a Junior High Individual Cap of **\$215**.

\*\*\*Free & Reduced Rates Determined by submission of Free & Reduced forms

**Commented [PM3]:** Activity fees for 2026-27 set yet? I do not have any email regarding change in fees. These will be updated as appropriate.

## **Reimbursements**

If a student has paid their participation fee and then decides to quit the activity during the two-week pre-season practice time, they will be reimbursed 100% of the participation fee. If you cancel out of an athletic/fine arts activity, notification must be given to both the Activities Director and the coach prior to the start of the first official contest/game to be given a full refund.

Once the activity has had its first official contest/game, you will not be eligible to receive a ~~full or partial~~ refund. If cancellation is due to an injury, please contact the Activities Director at 507-872-6532 ext.1141. A doctor's note will be needed to have on record. Refunds due to injury will be handled on a per-case basis.

## **Injuries/Illness**

If a student has an injury or illness that requires surgery, hospitalization, concussion or other health issue that requires extended care and note of clearance to participate must be received by the Activities Director. This note of clearance must come from the primary doctor of record for the injury/illness. In the case of concussion, this clearance must be received from the partner doctors of our Athletic Training Provider.

## **Forms**

All mandatory forms must be turned in by the first scheduled practice. If the forms are not turned in by the first practice, the student will not participate. This includes registration for activities. If a student is not registered for the activity they are participating in, they will not be allowed to participate until they are registered.

Students participating in all Blue Category Activities must have a valid physical on file every 3 years. Activity fees must be paid prior to the first competition. If fees are not paid, the student will not be allowed to participate.

| Blue Category Activities  |                 |                | Gold Category Activities |                 |                |
|---|-----------------|----------------|--------------------------|-----------------|----------------|
| <u>Fall Activities</u>  | <u>9-12 Fee</u> | <u>7-8 Fee</u> | <u>Activity</u>          | <u>9-12 Fee</u> | <u>7-8 Fee</u> |
| Cross Country   | \$ 110.00       | \$ 85 .00      | Competition Band         | \$ 20 .00       | \$ 10 .00      |
| Football  | \$ 110.00       | \$ 85 .00      | Competition Vocal        | \$ 20 .00       | \$ 10 .00      |
| Volleyball  | \$ 110.00       | \$ 85 .00      | Speech                   | \$ 60 .00       | \$ 30 .00      |
| <u>Winter Activities</u>  | <u>9-12 Fee</u> | <u>7-8 Fee</u> | <u>Activity</u>          | <u>9-12 Fee</u> | <u>7-8 Fee</u> |
| Basketball  | \$ 110.00       | \$ 85 .00      | Robotics                 | \$ 60 .00       | \$ 30 .00      |
| Dance   | \$ 110.00       | \$ 85 .00      | FCCLA                    | \$ 60 .00       | \$ 30 .00      |
| Wrestling   | \$ 110.00       | \$ 85 .00      | Knowledge Bowl           | \$ 50 .00       | \$ 25 .00      |
| Hockey  | \$ 110.00       | \$ 85 .00      | Math Counts              | \$ 50 .00       | \$ 25 .00      |
| <u>Spring Activities</u>  | <u>9-12 Fee</u> | <u>7-8 Fee</u> | <u>Activity</u>          | <u>9-12 Fee</u> | <u>7-8 Fee</u> |
| Baseball  | \$ 110.00       | \$ 85 .00      | MSHSL Visual Arts        | \$ 50 .00       | \$ 25 .00      |
| Golf  | \$ 110.00       | \$ 85 .00      | Fall Musical/Play        | \$ 60 .00       | \$ 30 .00      |
| Softball  | \$ 110.00       | \$ 85 .00      | One-Act Play             | \$ 60 .00       | \$ 30 .00      |
| Track   | \$ 110.00       | \$ 85 .00      | Clay Target              | \$ 60 .00       | \$ 30 .00      |
| Free-Meal students pay 25% of the Activity Fee                          |                 |                |                          |                 |                |
| Reduced-Meal students pay 50% of the Activity Fee                       |                 |                |                          |                 |                |
| Individual Cap/Maximum is \$215 for Junior High & \$265 for Senior High |                 |                |                          |                 |                |
| Family Cap/Maximum is \$460   |                 |                |                          |                 |                |

## Air Quality Guidelines

### BACKGROUND / AQI / WILDFIRES

Increasing incidence of wildfires and other pollutants affecting air quality have led institutions to attempt to determine when and where it is safe for practice and competition in athletics. There is currently little medical, or data driven guidance for participation in athletics. Furthermore, in competitions there is the added concern of safety for spectators, officials and working personnel.

The air quality index (AQI) is a nationally uniform index promulgated by the Environmental Protection Agency (EPA) for reporting and forecasting daily air quality across the country. It is used to report information about the most common ambient air pollutants, including particulate matter (PM<sub>2.5</sub> or PM<sub>10</sub>) and ozone. The AQI uses a normalized scale from 0 to 500 and provides associated health-based descriptors for each category; it is based on a full 24 hours of data.

Air quality conditions can change rapidly, especially when air quality is affected by smoke from wildfires. In addition, air quality conditions can vary significantly from specific locale to specific locale and a general AQI for a region, metropolitan area or local area may not accurately reflect air quality at a specific athletic venue within or adjacent to those areas.

The AQI was developed for people living and working in an area with poor air quality and not specifically for those participating in athletic activity. Short-term exposure to temporarily poor air quality may primarily be of risk to those with underlying health conditions and is of unknown risk for healthy individuals. Poor air quality may be more concerning in highly polluted areas with chronic poor air quality compared to short-term exposure associated with wildfires. As a result, duration of exposure, type of exercise, as well as anticipated air quality over a period of time should be factored into athletic participation decisions.

Whenever there are concerns about air quality related to the health and safety of student-athletes during practices or competitions, the Air Now tool provided by the US Environmental Protection Agency is the primary tool to be used to make decisions about the efficacy of outdoor physical activity. AirNow.Gov is a multi-agency web site operated by the EPA that reports air quality using the AQI and estimates the air quality for each hour within a given region. Although AirNow.Gov does not provide venue specific air quality readings, using AirNow.Gov to obtain AQI and particulate matter information can be helpful in providing estimates for a specific venue and educating the public about current conditions. The Air Quality Index (AQI) is a color-coded index informing users about the quality of the air and its relationship to health.

There is a direct link of increased health risk for asthmatics as well as others with cardiac conditions such as heart attacks, strokes, and irregular cardiac rhythms when engaging in physical activity with poor air quality. It is the responsibility of the host athletic trainer to determine when an event should be suspended and when it is safe to return to play as the result of air quality concerns. There are three reasons why otherwise healthy athletes are at special risk for inhaling pollutants. First, as physical activity increases minute ventilation, the number of pollutants that are inhaled relative to when the athlete is at rest increases. Second, during activity, a larger proportion of air is inhaled through the mouth, which bypasses the body's built-in nasal filtration system. Third, pollutants are inhaled more deeply and may diffuse into the bloodstream more quickly during physical activity. These risks are heightened in athletes with pre-existing pulmonary or cardiac conditions

**1. When the AQI is between 101 – 150**, student-athletes with preexisting conditions affecting their cardiac or respiratory systems should be closely monitored by the athletic trainer. If there are any signs or symptoms of distress, the student-athlete is to be pulled from the practice/competition. Practices should decrease in both duration and intensity. Practices should not be longer in duration than 2hrs. Rest breaks and substitutions should be utilized to decrease breathing rate when possible. General air quality warnings need to be provided to the spectators, guests, and coaches at the venue describing the risk of prolonged exposure to poor air quality.

**2. When the AQI is at 151 – 200**, student-athletes with preexisting medical conditions should be removed from participation, as the air quality is unhealthy. Some members of the general public may experience adverse health effects, and those participants from sensitive groups (respiratory and cardiac preexisting conditions) may experience more serious health effects. At this rating practices should not last longer than 90min. Rest breaks and substitutions should be utilized to decrease breathing rate. No conditioning or fitness testing should be done outside. If possible, practice should be moved inside. General air quality warnings should be provided to the spectators, guests, and coaches at the venue describing the risk of prolonged exposure to poor air quality.

**3. When the AQI is at 201 or greater**, outdoor physical activity should be discontinued as the rating is very unhealthy; meaning that a health alert is in effect and there is increased risk of adverse health effects for everyone. General air quality warnings should be provided to the spectators, guest, and coaches at the venue describing the risk of prolonged exposure to poor air quality. When the AQI drops below 200 and the forecast indicates that weather patterns are favorable for the air quality to remain below that threshold, return to play is permissible.

Air Quality Index Chart Link: <https://airnow.gov/index> AOIBasics for Ozone and Particle Pollution

| DailyAQI Color                           | Air Quality Index | Visibility             | Description of Air Quality  | Activity Modifications  |
|--|-------------------|------------------------|---|---|
| Good<br>Green                            | 0 to 50           | 16 to unlimited miles  | Air quality is satisfactory, and air pollution poses little or no risk.   | None. Enjoy outdoor activities.   |
| Moderate<br>Yellow                       | 51 to 100         | 8 to 14 miles          | Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution. | Athletes' w/asthma should keep inhalers at hand and pretreat before exercise as directed by their healthcare provider. All athletes' w/respiratory illness should limit outdoor activity, monitor symptoms and reduce/cease activities.   |
| Unhealthy for Sensitive Groups<br>Orange | 101 to 150        | 3 to 7 miles           | Members of sensitive groups may experience health effects. The general public is less likely to be affected.                              | Consider postponing/delaying/relocating events, especially high exertion sports (i.e. soccer, cross-country). Activities over 2hrs should decrease in intensity and duration. Address breaks or substitutions to lower breathing rates.   |
| Unhealthy<br>Red                         | 151 to 200        | 1.5 miles to 2.5 miles | Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects. | Consider postponing/delaying/relocating events, especially high exertion sports (i.e. soccer, cross-country). Activities over 90 min should decrease in intensity and duration. No intense conditioning/fitness should be done outdoors. Add rest breaks or substitutions to lower breathing rates. If possible, move practices/events indoors. |
| Very Unhealthy<br>Purple                 | 201 to 300        | 1 mile                 | Health alert: The risk of health effects is increased for everyone.   | Postpone/delay/relocate outdoor sport events. Move all practices indoors.   |

Hazardous  
Maroon  
Higher  
> 1 mile  
Health warning of emergency conditions: everyone is more likely to be affected.  
Cancel all outdoor events or relocate to another site

reduc1n ex sure to extreme! h1 levels of airde ollut1on 1savailable here.

## MSHSL Bylaws

Minneota High School will follow all rules as outlined in the MSHSL Bylaws.

## Infractions

All infractions, whether by an employee or student of Minneota Public Schools, will be governed by the Minnesota State High School League Policies, Minneota High School, and at the discretion of the Minneota school administration.

## Playing Time Guidelines

Minneota School District encourages all students to participate in any extra-curricular programs offered by the district. The district will do all it can to provide staff, equipment, and facilities for these programs. Coaches,

students and parents need to understand that there can sometimes be limitations and restrictions to the amount and level of participation that can be made available to the student.

Playing time is a concern for parents and players. Our coaches recognize the value of game experience in the development of players and will make efforts to provide that experience. In order for a student to learn the value of hard work, cooperation, and teamwork, the playing time of a participant will be based on many factors and are not limited to those as listed below, and assuming all other team rules are being followed. Playing time

is recognized as a coach's decision and based on a player's:

- Attendance at practice
- Performance at practices and in competitive situations
- Attitude
- Effort
- Commitment to the team
- Player/situational match-ups

Junior High (grades 7 and 8): This is an age where exploration of the activity occurs, and fundamental skills are emphasized. While playing time will be provided for every participant, practice also plays a very significant role in the overall development of a player. Skill development, introduction to competition, and teamwork are the emphasis, while winning is a secondary goal. [Attendance at practices is expected. If a student is ill or has an appointment or commitment the student and parent should communicate this to their respective coach.](#)

C squad: Participation and individual development for all students remain the focus of the activity, but now winning will not necessarily be sacrificed so everyone can have playing time. The coach is now charged with the beginning stages of developing those who have worked hard, shown exceptional skill, and have dedicated themselves to that activity. However, the coach will still see that everyone gets some meaningful playing time throughout the course of the season. Skill development, fundamentals, sport concepts and teamwork are emphasized.

JV: Consisting of a wide range of grade levels, the main objective of participation here is to continue development of those participants who have worked to improve their skills, while providing student athletes with opportunities to achieve success [at theas they prepare for the](#) varsity level. While all members of the team will continue to be seen as "developing", and [continue to receive](#) some playing time, the amount of playing time at this level will be weighted toward those who are more skilled and developed as deemed by the coaching staff in accordance with the Playing Time Guidelines above. Teamwork and skill development continue to be the emphasis.

Varsity: The goal of the varsity squad is to provide the most competitive team possible to represent Minneota High School, while adhering to the principles of sportsmanship, teamwork and cooperation. This will consistently mean playing the best available athletes within roles designed by the coach to produce the most success possible for the team. Playing time will be given to those who will help the team attain these objectives. In situations where an individual may not understand why playing time is limited, the coach is expected to explain, upon request, what will be necessary in order for playing time to increase. Everyone must remember that this is competitive interscholastic athletics and that the amount of playing time will not be guaranteed.

## **MSHSL 9<sup>TH</sup> GRADE GOVERNANCE**

Starting with the 2025-26 school year the MSHSL Board of Directors and member schools [have](#) approved the inclusion of 9<sup>th</sup> grade students under the umbrella of the MSHSL. What does this change mean?

- Students in 9<sup>th</sup> grade are now considered High School participants and are subject to all rules and regulations of the MSHSL.
- [Students in 7/8<sup>th</sup> grade cannot participate in more than 1 event versus a team of 9<sup>th</sup> grade and up students and continue to participate at the Junior High level. Once a 7/8<sup>th</sup> grade student plays up on a C team or higher, they cannot come back down to play on a Junior High team.](#)
- Students wishing to open enroll and participate in an activity without MSHSL penalty must do so by the

end of their 8<sup>th</sup> grade year in order to be immediately eligible. This does not apply if a student is moving into the district at any point.

## **Tips on Being a Good Activities Parent**

### **Support Coaches/Directors**

Be supportive and positive of coaches/directors in front of your children.

### **Teach Respect for Authority**

There will certainly be times when you disagree with a coach or official, but remember, they are trying their best to be fair. Show good sportsmanship by staying positive.

### **Open Communication/Dialogue**

If there are concerns regarding a situation with a team or staff member, it is imperative that these concerns be addressed first and foremost with the coaches. Student participants must be involved in these discussions as well. There cannot be understanding or potential for change to occur if there is not communication. This should take place in a calm manner, in a professional setting and it is important that the student is present to avoid misunderstandings or misinterpretations of any circumstances or situations.

### **Reinforce Lessons Being Learned**

The coaching staff is teaching while your child is on the court, field, stage, or at contest but you can help by reinforcing things like sportsmanship, and how to deal with success and failure after practices and contests. Help us teach character and the life skills that athletics develop.

### **Learn Through Failure**

It is often said that failure is the best teacher. Help your kids cope with failure in a constructive way. It is okay to be disappointed, but keep the big picture in mind.

### **Get to Know the Coach/Advisor/Director**

Coaches/Advisors/Directors are powerful influences on your kids, so take time to get to know them. Attend any preseason meetings to get to know the coaches'/directors' philosophy, expectations, and background.

### **Your Child is an Individual**

Focus on what your child does well as well as areas they need to improve. Do not compare the progress or success of other athletes.

### **Stay Rational**

Always listen to your child, but remember to stay rational until you have investigated the situation. Remember, there is always another side to the story.

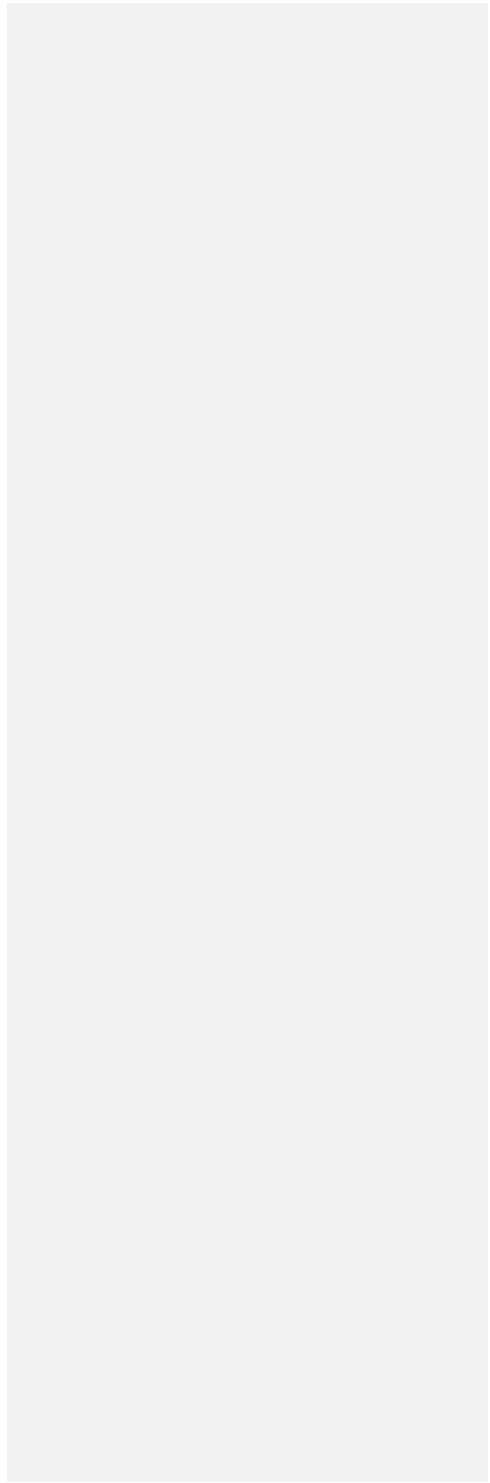
### **Be a Role Model**

Take a good, honest look at your actions and reactions during games, performances, and contests. You have a

huge impact on how your student will react to the same situations.

**Show Unconditional Love**

Make sure your kids know you love them, win or lose.





MINNEOTA PUBLIC SCHOOLS

504 N MONROE

MINNEOTA, MN 56264

[WWW.MINNEOTASCHOOLS.ORG](http://WWW.MINNEOTASCHOOLS.ORG)

**INDEPENDENT SCHOOL DISTRICT #414**  
**MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264**

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August 2026~~5~~

Dear Viking Families and Students:

Welcome to the 2026~~5~~-2026~~7~~ school year!

Minneota Public Schools and 4.0 Bus Service are committed to providing safe, efficient, and reliable transportation for our students each day. Whether students are traveling to and from school, activities, or other school-sponsored events, safety remains our highest priority. We value our partnership with families and appreciate the trust you place in us to transport your children safely.

To help ensure a safe transportation environment for everyone, it is important that students and families understand and follow the expectations outlined in this handbook. School bus rules are designed to protect the safety and well-being of all passengers, drivers, and others who share our roads.

Every student, regardless of age, has a responsibility to follow bus safety rules and demonstrate respectful behavior while riding the bus and while waiting at bus stops. Students should understand that careless, unsafe, or disruptive behavior can place themselves and others at risk and may result in disciplinary consequences, including the loss of transportation privileges.

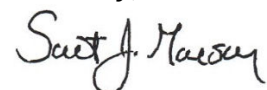
Please take a few minutes to review the transportation rules and expectations with your child. Working together, we can help ensure that every student arrives at school and returns home safely each day.

Thank you for your partnership and support. We look forward to another successful school year. Minneota Public Schools and 4.0 Bus Service strive to provide safe and efficient school bus transportation to and from school and for various activities. We are both excited to continue our work together to provide safe and reliable transportation to and from school and school events — for your child or children, who are our most important focus.

It is necessary to have rules and regulations to protect each student's welfare and to share those rules with students and families. Every child, regardless of age, has a responsibility to follow these rules. They should realize that carelessness, thoughtlessness, or misconduct can cause injury to themselves or their fellow passengers.

Please review the school transportation rules and expectations in this document with your child.

Sincerely,



Scott Monson, Superintendent

**INDEPENDENT SCHOOL DISTRICT #414**  
**MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264**

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**I. Authorized Riders**

Only students and staff assigned to a school bus by Minneota Public Schools may be transported. Students may not ride a bus other than their assigned bus unless prior permission has been granted by the school district.

**II. Riding a Different Bus**

If a student wishes to ride a different bus or be dropped off at a location other than their regular assigned stop, the student must bring a written note from a parent or guardian to the appropriate Principal, or the Principal's designee, in advance. Permission must be granted before the student may ride a different bus.

**III. Alternate Transportation Address**

A parent or guardian may designate, pursuant to school district policy, an alternate transportation address for their child. This may include a day care facility, respite care facility, the residence of a relative, or the residence of another person chosen by the parent or guardian.

The designated address must be located within the attendance area of the assigned school and must meet all other transportation eligibility requirements. Changes to transportation arrangements must be communicated to the school district in advance and approved before taking effect.

**IV. Conduct on School Buses and at Bus Stops**

Riding the school bus is a privilege, not a right. The school district's general student behavior expectations apply to all students while riding the bus, waiting at the bus stop, loading or unloading, and participating in school-sponsored transportation.

Students are expected to follow the directions of the bus driver, treat others respectfully, remain seated when required, use appropriate language, and avoid any behavior that could distract the driver or create a safety concern.

Consequences for school bus or bus stop misconduct may be imposed by 4.0 Bus Service, a Principal or school administrator, and/or the school district in accordance with adopted discipline procedures. Misconduct may result in parent/guardian contact, assigned seating, suspension of bus-riding privileges, or other appropriate disciplinary action.

All school bus and bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct or conduct that creates a safety risk may also be reported to local law enforcement.

Please review the safety rules listed below with your child:

1. Only students and staff assigned to a school bus by the school authority may be transported.

**INDEPENDENT SCHOOL DISTRICT #414**  
**MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264**

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~~II.—If your child wishes to ride on another bus to get off at a friend’s home, they must present a note to their respective Principal (or their designee) in advance for permission before getting on that bus.~~

~~III.—The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.~~

~~IV.—Conduct on School Buses and Consequences for Misbehavior~~

~~Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.~~

~~The consequences for school bus/bus stop misconduct will be imposed by 4.0 Bus Service, a Principal or school administrator, and/or the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district’s transportation safety director. Serious misconduct may be reported to local law enforcement.~~

**A. School Bus and Bus Stop Rules**

The 4.0 Bus Service and the school district school bus safety rules are to be posted on every bus. The Bus Service’s and school district’s discipline procedures must be followed if these rules are broken. In most circumstances, the consequences are progressive and may include suspension of bus privileges. The school bus driver must report unacceptable behavior to the 4.0 Bus Service manager.

**B. Rules at the Bus Stop**

1. Get to your bus stop [at least] 3 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. Do not fight, harass, intimidate, or engage in horseplay.
10. Do not use alcohol, tobacco, or drugs.
11. Follow all other School District policies.

**INDEPENDENT SCHOOL DISTRICT #414**  
**MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264**

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C. Rules on the Bus

1. Immediately follow the directions the driver gives.
2. Sit in your seat, facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. Do not fight, harass, intimidate, or engage in horseplay.
7. Do not throw any objects.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Eating or drinking on the bus is left to the bus driver's discretion.
12. Follow all other School District policies.

D. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes, co-curricular events, and extracurricular events (field trips or competitions). Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. All decisions are made by 4.0 Bus Service in conjunction with the school district.

Consequences for PreK-12 Students

|                  |  |
|------------------|--|
| 1st offense      | Warning & parent notification.   |
| 2nd offense      | Up to a 3 school-day suspension from riding the bus & parent notification.   |
| 3rd offense      | Up to a 5 school-day suspension from riding the bus & parent notification.   |
| Further offenses | Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year. |

1. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

**INDEPENDENT SCHOOL DISTRICT #414**  
**MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264**

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2. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons, or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law. Records may also be maintained in the transportation office.

3. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay for such damages [or arrange to pay] within two weeks may result in the loss of bus privileges until paid.

4. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

5. Criminal Conduct

In cases involving criminal conduct (for example: assault, weapons possession, or vandalism), the appropriate school district personal and local law enforcement officials will be informed.

**INDEPENDENT SCHOOL DISTRICT #414**  
**MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264**

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**School Late Starts and School Closing Procedures**

Delaying or closing school because of bad weather is a decision that is often made with short notice to students, parents, and staff, although I try to inform everyone as soon as a decision has been made. I have found that a late start due to fog or limited visibility is one of the more difficult decisions, as fog and limited visibility can be spotty or move in after buses are sent out. For me, these decisions are based on common sense, and I make decisions focused on the safety of our students, staff, and families.

Given the weather conditions when school is open, parents may not want to send their child on the bus – while we always want your child in school, we also respect parents’ right to keep their child/ren home. We utilize SchoolMessenger as the initial contact with families when there is an early dismissal, late start, or school is cancelled for the day. Additionally, a list of radio/TV stations that the school contacts are noted in student handbooks.

Several tasks occur before deciding to either delay or close school. Depending on weather and road conditions, the decision on a late start or close for the day is made as early as possible, typically before 6:00 a.m. It is possible that the weather will dictate a variation.

If we proceed with a late start, the decision to remain closed or open two hours late is made as early as possible, typically around 8:00 a.m. **Breakfast [free to all students] is still served when school is on a two-hour late start. Morning school activities and field trips will be canceled or rescheduled for another day.**

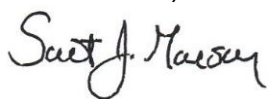
**All school activities, practices, and community education events are canceled if school is closed early or canceled for the day.** The Activities Director may make exceptions, in consultation with other school staff and administration.

Once the decision is made to close early, radio/TV stations will be notified, and an announcement is made through [SchoolMessenger-our district’s automated messaging system](#) that the school will be closing, including the time buses will leave. Both staff and students should have an alternate place to stay if the weather does not permit them to go home.

Given the use of cell phones, word travels quickly on school day changes which sometimes is helpful and other times causes confusion. School closing procedures allow staff to have an orderly process for getting the students home safely.

My first priority continues to be the safety and well-being of our students, staff, bus drivers, and families. For questions, please reach out to the elementary, high school, or district office.

In education,



Scott Monson  
Superintendent

[scott.monson@minneotaschools.org](mailto:scott.monson@minneotaschools.org)  
507-872-6175

# Minneota Elementary

20265-20276

## Student/Family Handbook



Honor. Respect. High Expectations.

Scott Monson, Superintendent

Heather Anderson~~Lindsey Larson~~, High School Principal

Nicolle Johnston, Elementary Principal

Patty Myrvik, Activities Director

504 N. Monroe  
Minneota, MN 56264

<https://www.minneotaschools.org/>

Welcome to Minneota Elementary!

We are delighted that you have chosen Minneota Elementary for your child's education! We value your commitment, advocacy and involvement in your child's education. We look forward to building a partnership with you to achieve the end goal of your child mastering the grade-level standards and showing maturity, independence, and confidence.

We are committed to providing your child with a safe, enriching, and exciting school experience. We believe that every child can learn, and that it is our responsibility to guide students as they learn, grow, and reach academic success.

We look forward to a fantastic school year! Together we can make a positive difference for all our students.

|   |   |
|---|---|
| <p><b>ADMINISTRATION</b><br/>Nicolle Johnston, Elementary Principal/Curriculum Coordinator<br/>507.872.6122 EX 1160</p>                   | <p><b>FRONT OFFICE</b><br/>Shannon Sorensen, Elementary Administrative Assistant<br/>Allyson Breyfogle, Secondary Administrative Assistant<br/>Sandy Minnehan, Administrative Assistant</p> |
| <p><b>Preschool</b><br/>Melinda Stiklestad – 4s and ECFE Coordinator<br/>Caitlyn Sonnenburg – 3s and 4s</p>                               | <p><b>Early Childhood Special Education</b><br/>Hollie Thompson</p>   |
| <p><b>KINDERGARTEN</b><br/>Jessica Bradley<br/>Karen Dalager</p>  | <p><b>GRADE 1</b><br/>Kristy Schumacher<br/>Larissa Damm</p>  |
| <p><b>GRADE 2</b><br/>Sue Buysse – Reading, Social Studies, and Science<br/>Diane Gillingham – Math, Social Studies, and Science</p>      | <p><b>GRADE 3</b><br/>Sarah Stassen – Math and Science<br/>Heather Webskowski – Reading and Social Studies</p>  |
| <p><b>GRADE 4</b><br/>Kim Gades – Reading and Social Studies<br/>Jared Josephson – Math and Science</p>                                   | <p><b>GRADES 5 &amp; 6</b><br/>Shelby Domeier (6) Reading<br/>Kaley Buysse (6) Math<br/>Keven Larson (5) Science<br/>Erin Walerius (5) Social Studies</p>                                   |
| <p><b>MUSIC</b><br/>Jay Knutson – Grades K-5</p>  | <p>Grades 5 &amp; 6 BAND / Grade 6 Music<br/>John Voit</p>  |
| <p><b>PHYSICAL EDUCATION</b><br/>Emily Hennen – Grades K-5 and DAPE<br/><a href="#">Lucas Damm</a><del>Joel Skillings</del> – Grade 6</p> | <p><b>ART</b><br/>Thalia Reis</p>   |
| <p><b>TITLE 1</b><br/>Sherri Schultze – Reading</p>   | <p><b>SCHOOL SOCIAL WORKERS</b><br/>Tiffany Johnson and Michelle Buysse</p>   |
| <p><b>SPECIAL EDUCATION</b><br/>Cindy Van Keulen – Grades 1-4<br/>Taylor Niska – Grades 4-<del>6</del>7</p>                               | <p><b>ESL</b><br/>Stephanie Guza</p>  |
| <p><b>Technology for Grades 4-6</b><br/>David Moriarty</p>  | <p><b>School Nurses</b><br/>Sara Gorecki<br/>Whitney Muhl</p>   |

If you'd like to contact any staff member via email, use the following template:  
[firstname.lastname@minneotaschools.org](mailto:firstname.lastname@minneotaschools.org)

## **ACHIEVEMENT**

Aside from feeling safe and happy while at school, academic achievement is our number one priority for your child while they attend Minneota Elementary. We know that student achievement and success link directly to home and school relationships. We strive to communicate with our student's parents and guardians regularly about your child's performance regarding the content-specific standards they are learning and the other factors contributing to school success – focus, persistence, and drive.

It is imperative that Minneota Elementary families feel welcomed and are engaged with the school's curriculum, assessments, and events. Our collaboration with you will ensure that your child will be successful in school both academically and socially.

## **ANIMALS IN SCHOOL**

Due to student and staff allergies, animals are only allowed on school property under specified circumstances. Parents' initial contact should be made with the classroom teacher, who will contact the building principal or school nurse before allowing the child to bring in an animal. A release form must be filled out and approved before the animal will be allowed on school property. The release form (Figure B) is included at the end of this document.

## **APPEAL AND GRIEVANCES PROCEDURE**

Parental or staff requests for modification of any policies outlined in this document may be orally presented to the principal or superintendent at their respective offices. If an agreement is not reached by this means, an application for modification of a policy provision may be made in writing to the Board of Education for consideration at its next monthly meeting.

When a party is aggrieved, the appeal procedure shall be the same as for policy modification. The Chairperson may call special meetings of the Board of Education.

## **ASBESTOS MANAGEMENT PLAN**

Minneota Public Schools has on file a complete and updated Management Plan dealing with Asbestos Containing Building Materials (ACBM) within the School District's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 a.m. to 3:00 p.m. in the District Office. Copies of the management plan are available from the District for nominal cost.

As required by Federal law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. A comprehensive inspection is conducted every three years. Concerns identified from these inspections are remedied by professional asbestos abatement contractors in a timely manner. The remaining asbestos in the district buildings will remain unless its condition deteriorates or it becomes necessary due to renovation. Minneota Public Schools also contracts with the Southwest/West Central Service

Cooperative and IEA to provide environmental consulting services. If you have any questions or concerns, please address them with Les Engler, Director of Buildings and Grounds.

## ATTENDANCE

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.

When an illness or family obligation necessitates a student's absence, we ask that parents call the elementary school office (507-872-6122) before the start of the school day (8:10), leave a message using the school's voicemail or send an email to Shannon Sorensen, Elementary Administrative Assistant, at [shannon.sorensen@minneotaschools.org](mailto:shannon.sorensen@minneotaschools.org). If the school is not notified of an absence, school personnel will call the parent to confirm the reason for the absence.

### Tardiness/Absences

The following guidelines will be used throughout the school year:

- *Tardy* – any student who arrives after 8:10 AM but before 10:00 AM
- *Unexcused Tardy* – students who come late to school without a note or parent contact. Without a proper excuse, cumulative tardiness to school will result in disciplinary action or a report submitted to Southwest Health and Human Services.
- *Morning absence* – students coming after 10:00 AM are considered absent for the AM
- *Afternoon absence* – students leaving after morning attendance but before 1:00 PM are considered absent for the PM

Students cannot leave the school grounds during the day without prior approval from school personnel. Failure to receive this approval will result in loss of recess time, after-school detention, or the local law enforcement being contacted. The parents will also be notified.

### Support For Student Attendance

We follow district approved attendance procedures. Student attendance will be reviewed on a weekly basis to identify and problem-solve attendance issues. This review also includes possible intervention any time a student is absent **three or more days** in one month (excused or unexcused).

### Excessive Absences

Any student with a total of 7 (excused or unexcused) absences and tardies may be required to provide verification from a doctor or therapist.

[PLEASE REFER TO POLICY #503](#)

## AWARDS

Each month we will gather to celebrate students being recognized for showing Viking Valor – acting with Honor, showing Respect, and meeting High Expectations.

Monthly recognition will be given to students in the following ways:

- Viking Valor Slips – 10 slips drawn to spin for a prize (See Viking Valor)
- Student of the Month – one per grade

An award for perfect attendance will be given out at the end of the year.

## **BICYCLE—SCOOTER—ROLLERBLADE—SKATEBOARD—RIPSTICK RULES**

Children may ride their bicycles to school and must follow all rules and regulations the state of MN sets. Children must walk their bicycles onto the school grounds and store them in the provided bike racks. The bike racks will be off-limits to students during the school day.

Scooters, rollerblades, skateboards, and rip sticks are prohibited on school property or crosswalks.

## **BREAKFAST & LUNCH**

The elementary school offers one free daily breakfast and lunch program to its students. Breakfast is served between 7:45 AM and 8:00 AM. All students are expected to be in their classrooms by 8:10 AM.

Lunch times vary by grade level. Students will be notified of their lunch time on the first day of school. Students may bring a prepared lunch from home if they choose to.

Prices:

- Elementary Student Breakfast - \$2.00 / Adult Breakfast - \$3.30
- Elementary Student Lunch - \$3.10 / Adult Lunch - \$5.00
- Extra Milk - \$0.40

## **BULLYING**

Minneota Elementary will not tolerate bullying from students or staff toward victims and consequences will be enforced (see discipline matrix below). Minneota Elementary is committed to providing every student with a safe and supportive learning environment.

The following definitions were copied from the National Center Against Bullying:

“Bullying is a deliberate misuse of power in relationships through repeated verbal, physical, and social behavior that intends to cause physical, social, or psychological harm. It can involve an individual or a group misusing their power, or perceived control, over one or more persons who feel unable to stop it from happening.”

Bullying can happen in person or online, via various digital platforms and devices, and can be obvious (overt) or hidden (covert). Behaviors are considered bullying when it is repeated over time.

Bullying of any form or for any reason can have immediate and long-term effects on those involved, including bystanders. Single incidents and fights between equals, whether in person or online, are not defined as bullying. Bullying is not:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements, or fights.

For more detailed information, please refer to the school district's bullying policy linked below:

[POLICY #514](#)

## **BUS TRANSPORTATION**

Riding the school bus is a privilege and not a right. We are committed to transporting every student safely. To accomplish this, student bus riders are expected to follow the bus safety rules.

The responsibility of a school bus driver is great. Children whose behavior jeopardizes the safety of others by distracting the driver may lose the privilege of riding. Suppose a child is disruptive on the bus to the degree that such behavior poses a threat or hazard to the safety of the other riders or distracts the bus driver from safely operating the bus. In that case, the bus driver will inform the administrator. The administrator will meet with the child involved in the infraction and warn the child that the subsequent violation could mean removal from the bus for up to one school week. Parents will be informed of the offense by the building administrator. Serious misconduct may be reported to local law enforcement.

Please review the bus riding policy that was sent home prior to the start of the school year. Please also take some time to discuss the need for good bus behavior. Your support in getting this message to your children is appreciated.

Students will not be allowed to alter their regular transportation without written or verbal permission from their parents. The student should bring this note to their classroom teacher in the morning.

## **CALENDAR**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found below and on the school district's website at <https://www.minneotaschools.org>

## **CELL PHONES/ELECTRONIC DEVICES**

In order to support a focused and respectful learning environment, cell phones and Smartwatches will not be allowed in any elementary classrooms during the instructional day -unless approved by the school principal.~~-unless the classroom teacher gives permission.~~ The devices should be kept in lockers; however, the school district is not responsible for any lost or stolen items. Cell phones and Smartwatches are not allowed during recess or lunch.

First Violation: Student receives a verbal reminder, the device is kept in the principal's office and returned at the end of the day, and parents are contacted.

Second Violation: The device is kept in the principal's office and parents are notified to pick up the device after school.

Third Violation: Conference with student, parent, and principal with the possibility of restriction of device from school.

In the event of an emergency, families should call the school office. Students are not permitted to use personal devices to contact parents during the day.

## COMMUNICABLE DISEASES-MINIMUM REGULATIONS

### IS MY CHILD WELL ENOUGH TO GO TO SCHOOL?

We ask that you please kid your child home if they:

- have had an oral temperature of 100 degrees fahrenheit or higher in the past 24 hours.
- have vomited two or more times in the past 24 hours.
- have diarrhea or not feeling well combined with frequent trips to the bathroom.
- have a rash with an unknown cause; see healthcare provider
- have an illness that prevents them from participating in routine activities.

### Attendance rules for common communicable diseases

Parents are asked NOT to send their children to school when sick. Not only can they not function appropriately when feeling poorly, but they will also expose other children to an infectious disease. Parents are asked to immediately notify the school nurse/office if their child contracts any contagious diseases listed below to prevent further outbreaks.

Fever: Students will be excluded from school if their temperature is 100 degrees or more. Before returning to school, students must be fever-free for 24 hours without using fever-reducing agents (Tylenol, Advil/Motrin, etc.).

Colds: Students should be excluded from school (especially younger children) for the one or two days they feel the illest (earache, sore throat, runny nose, watery eyes, fever, etc.).

Influenza: Students with Influenza A or B should be excluded from school immediately. Please notify the school nurse/office if your child has influenza-like symptoms, including a fever, cough, or sore throat. Students should not return until the fever has been gone for 24 hours.

Pink Eye: Students must be excluded if thick white or yellow drainage, redness of the eye, and eye pain. Your child may return after being examined by their health care provider and approved to return with a note from them

Fifth Disease: Call the school nurse or office if your child has been diagnosed with Fifth Disease. Students do not need to stay home from school if a health care provider rules out other rash-causing illnesses. Persons with the fifth disease are unlikely to be contagious once the rash appears.

Chicken Pox: Students with chickenpox must be excluded from school until ALL blisters have dried into scabs. This is usually about six days after the rash begins. (Notify the school nurse/office immediately.)

Impetigo: Students with impetigo are to be excluded from school immediately. Your child may return after being examined by their healthcare provider and 24 hours after treatment has started. It is recommended to cover lesions. Please notify the school nurse/office if the healthcare provider made a diagnosis.

Scabies: Students will be excluded from school immediately. Your child may return after being examined by their healthcare provider, having been on treatment for 24 hours, and have a note from the healthcare provider with approval to return to school. Please notify the school nurse/office.

Ringworm: The infected child will be excluded from school until their healthcare provider has examined them and treatment has been started. Any child with ringworm should not participate in gym and other close contact activities that are likely to expose others if the lesions cannot be fully covered or until 72 hours after treatment. Please notify the school nurse/office.

Rashes: Students will be excluded from school immediately when they have an undiagnosed rash or rash attributable to a contagious illness or condition. Some rashes are highly infectious (such as measles, if measles is suspected, consult your physician immediately). Notify the school nurse/office with questions.

Strep Throat: Students with strep throat should be excluded from school until at least 24 hours after antibiotic treatment has begun and the fever is gone.

Head Lice: Students with head lice will be excluded from school immediately. Any student with live lice or nits must be treated with approved methods (discuss with school nurse). If head lice are found at home, please immediately notify the school nurse/office so other students may be observed for head lice and treated if needed. See Head Lice Policy below.

**\*Whenever you have a question about your child's health, please get in touch with the school nurse or physician.**

## HEAD LICE POLICY

Head lice are a common problem in elementary school settings. At Minneota Elementary, we do our best to take preventative measures to keep the number of cases to a minimum. Many common-sense strategies can be taught and reinforced throughout the year to help eliminate this problem. Some include teaching students to keep their hands out of other people's hair and not sharing combs or hats. This list is not exhaustive. The school nurse has more information on this topic if you want to learn more.

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please get in touch with your child's teacher or the school nurse to be treated so that others who may have it can be treated. A trained staff person may check if a student shows signs of head lice.

1. The first case of head lice
  - a. Contact the parent to have the child removed from school as soon as possible.
  - b. Parents will be given lice control information by school personnel.
  - c. The child will not return to the classroom until 24 hours after treatment is completed.
  - d. A trained staff person will check the affected student before they return to the classroom (upon return to school, the student will need to go to the school nurse to be checked). If live lice are found, the student will be sent home again. This will be repeated until no live lice are found by trained staff every time a student returns to school.
  - e. The student will be rechecked ten days after returning to the classroom.
2. The second case, same student
  - a. Contact the parent to pick up the student. Talk with parents and ask what they did to rid the student, family, and house of the first case of lice.
  - b. A trained staff person will check the affected student before they return to the classroom (upon return to school, the student needs to go to the school nurse to be checked). If live lice are found, the student will be sent home again – this will be repeated until no live lice are found by trained staff after returning to school.
  - c. The student will be rechecked ten days after returning to the classroom.
  - d. Students in the classroom may be checked when the second case is identified.
3. The third case, same student
  - a. Same as above in number two.
  - b. Home visit by the school nurse or social worker.
4. School's Plan of Last Resort. (To be planned by the school administration and school nurse.)

## **DISCIPLINE POLICIES AND PROCEDURES**

The following procedures are specific to the elementary grades and will be used in conjunction with the [District's Discipline Policy #506](#).

Parents and school personnel will work cooperatively to help children learn self-discipline and respect for others and property. The focus for students is to play and work constructively with

peers and to solve problems through cooperation and compromise. We believe that all students and staff have a right to feel safe, to learn without disruption, and to be treated with respect.

Minneota Public Schools has three main behavior expectations. These are **honor, respect and high expectations**. Behavior expectations across all areas of our school (classrooms, hallways, bathrooms, lunchroom, playground and buses) are taught at the beginning of the school year. These expectations are also re-taught and reinforced throughout the year to ensure a safe and supportive learning environment for every child.

When problems occur in the classroom, teachers will determine whether they can handle the incident or if a principal's visit is warranted. If a child prevents instruction from continuing, becomes aggressive physically toward anyone, or repeats unacceptable behavior, the principal will be called. A discipline report will be filled out (and entered into JMC), and a phone call home will be made.

### **Grades 5-6 Parents:**

Students in these grades will be eligible to be given detention as a result of exhibiting inappropriate behaviors. Detention will be served on Thursdays from 3:15 – 4:00 PM and staffed by a teacher. Teachers may assign detention if they feel it is warranted. If your child is given detention, the teacher must notify you, and the school will send an automated email. The principal or superintendent shall distribute out-of-school suspensions. When a student is suspended, the principal will send the parents a written notice containing grounds for the suspension, a statement of the facts, a readmission plan, and a copy of the Pupil Fair Dismissal Act. Expulsion procedures may apply if a student suspended has not been reinstated after five days.

Expulsion shall be a function of the School Board, with no student being expelled without a hearing. The hearing shall be closed and preceded by a written notice containing the grounds for the action, a statement of the facts, and the time and place of the hearing. A copy of the Pupil Fair Dismissal Act and information about the pupil's legal rights shall be provided to the pupil and the parent.

### **Reasonable Force**

The law does not allow corporal punishment, nor aversive or deprivation procedures.

Under MN State Law, reasonable force to restrain a student from causing bodily harm (to themselves, another student, or a staff member) by a teacher, school employee, bus driver, or another agent of a school district is allowed.

### **Pupils with Disabilities**

Special considerations may be given to a student for which an individualized education program (IEP) is written should they be removed from class. Consideration may be given following a review of the IEP.

Behavioral problems that arise and are of causal effect due to the disability shall be dealt by:

1. Teacher-student conference;
2. Teacher-parent conference;
3. Teacher-parent-principal conference;
4. Referral to the Child Study team for further evaluation.

### Suspension, Exclusion and Expulsion of Students with Disabilities

Handled according to Minnesota Rule 3525.2470 and Minnesota Statute, Sections 127.26 to 127.39 (Pupil Fair Dismissal Act).

Behavioral problems not of a causal effect due to the disability shall be handled as outlined in this policy.

## **DRESS**

Please be sure your child has dressed appropriately for the weather. Children play outside daily unless it rains or the temperature dips below 0. They should be dressed daily with the temperature and precipitation in mind.

Students will not be allowed to wear hats (or the hoods on their sweatshirts) during the school day. However, they may wear hats outside during recess and during designated school dress up days.

Students will need a separate pair of tennis shoes for physical education classes. These shoes will be worn during physical education classes and indoor recesses held in the gym.

If administration determines that (1) a student's mode of dress or appearance interferes or disrupts the educational mission, school environment, classwork or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Administration will notify/contact the parent/guardian.

## **DRILLS**

In an effort to maintain student and staff safety and to meet both state and federal guidelines, we will practice fire, tornado and active shooter drills during the school year. It is our priority to practice these drills in an age appropriate manner and in a way that prevents fear. We conduct 5 fire drills, 5 Active Shooter drills, and one severe weather drill in the spring during severe weather week.

## **E-LEARNING**

Our E-Learning plan can be found on the district website at <https://www.minneotaschools.org/domain/181>

## **EMPLOYMENT BACKGROUND CHECKS**

Minneota Public Schools will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, annuals, etc.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
  - Use of musical instruments owned or rented by the school district.
  - A school district-sponsored driver or motorcycle education training course.
  - Transportation of students to and from optional extracurricular activities

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the elementary principal, Nicolle Johnston, at [nicolle.johnston@minneotaschools.org](mailto:nicolle.johnston@minneotaschools.org).

## HARASSMENT AND VIOLENCE POLICY

Minneota Public Schools do not condone or allow harassment or violence based on sex, religion, race, color, creed, national origin, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

[REFER TO POLICY #413](#)

## HAZING

[PLEASE REFER TO POLICY #526](#)

## HOMEWORK

Homework policies vary from teacher to teacher. Each teacher will explain their approach to students, and most will be given study time during the day to complete assignments. As children progress through the grades, the amount of homework gradually increases. The amount may vary daily, but primary children are not given more than 30 minutes of work to complete. Upper-grade assignments should take no more than 45 minutes to complete. Students who do not use class time wisely may need additional time to complete their studies at home. Occasionally, a student may have a unique project that takes several hours of work at home. We welcome open communication and questions from you regarding the assigned work. Please reach out to your child's teacher or administrator anytime!

## INDOOR RECESS

Occasionally, weather conditions will force the students to have indoor recess. When possible, the students will use the gym to allow for some physical activity, but often they are compelled to use classrooms or hallways due to limited gym space. Weather conditions that will force the students to have indoor recess include, but are not limited to, heavy rainfall, icy conditions, and cold temperatures (0 degrees or lower F in temperature or wind chill temperature).

All weather decisions will be made using the *National Weather Service*. You can access their page with the link below.

<https://forecast.weather.gov/MapClick.php?CityName=Minneota&state=MN&site=FSD&textField1=44.5637&textField2=-95.982&e=0#.WX52aojyvW8>

**Minneota Elementary  
Inside Recess – Temperature Policy**

|             | Temperatures |            |     |     |       |     |
|-------------|--------------|------------|-----|-----|-------|-----|
| Wind Speeds |              | 0 or Below | 1-5 | 6-9 | 10-14 | 15+ |
|             | 0-5          | In         | Out | Out | Out   | Out |
|             | 6-10         | In         | Out | Out | Out   | Out |
|             | 10-15        | In         | Out | Out | Out   | Out |
|             | 15-20        | In         | In  | Out | Out   | Out |
|             | 20-25        | In         | In  | In  | Out   | Out |
|             | 25-30+       | In         | In  | In  | Out   | Out |

**\*All decisions to stay in for recess are ultimately left up to the principal, and the table can be changed at any point.**

## INTERNET ACCEPTABLE USE AND SAFETY POLICY

[REFER TO POLICY #524](#)

## LEAD IN DRINKING WATER PLAN

Minnesota Public Schools have historically conducted - and continues to conduct - Lead in Drinking Water testing per the Minnesota Department of Health guidelines. Minnesota Public Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as with Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) expectations. For more information on Minnesota Public Schools lead reduction program and testing results, please contact Les Engler at 507-872-6532 ext. 1157.

## LEAVING/RETURNING TO SCHOOL

If you come to the school to pick up your child in grades PreK-3 for an appointment, you must check in with the office. Someone from the office will contact your child's teacher and have them meet you in the office. For grades 4-6, the student may check themselves in and out of the office. However, a parent or guardian must be present (parked outside) when the student checks out. If a child comes to school late or returns from an appointment, they must also come through the office to sign in.

## LOST AND FOUND

Any articles found on school grounds or in the building will be placed in the hallway near the east elementary bathrooms. Students will be asked to check the lost and found as many valuable clothing articles are left each year. More valuable items (i.e., phones, jewelry, etc.) will be brought directly to the office, and parents may check for lost items.

## MEDICATIONS – PRESCRIPTION AND NON-PRESCRIPTION

### 1. Purpose

This policy aims to set forth the following provisions when medications must be administered to students in the school setting.

### 2. General Statement of Policy

Many children with chronic or acute health conditions can attend school because of their prescribed medication(s) effectiveness. Safe and effective medication administration includes monitoring the child's response to the drug to ensure that it is therapeutic and minimizes interference with learning. Whenever possible, the parent or guardian should arrange to give their child's medications to them at home.

Medication administration to students shall be done only in circumstances wherein the child's health and education may be jeopardized without it. **Medication may be administered only by the school nurse or personnel to whom they delegate this responsibility.** Medication will not be given without the written authorization of the parent/guardian and physician as necessary.

Parents may always come to school and administer medication to their children. The school asks that parents check in at the main office first.

### 3. Requirements

- a. Both prescription and non-prescription medications require written authorization from a student's parent or guardian.
- b. A [REQUEST TO ADMINISTER MEDICATION IN THE SCHOOL](#) form must be completed when any prescription is administered in school. These forms are available in the office and only pertain to the **current** school year.
- c. Prescription medication must come to school in the original container appropriately labeled for the student by the pharmacy or physician. For safety reasons, parents must bring their child's medication to school. If they cannot, parents are expected to call the school, alerting the staff of the number of medicines being sent. **Medication arriving in baggies, old medication bottles, or open containers will not be accepted.**
- d. Non-prescription medication must come in the original sealed container.
- e. Prescription medications are generally not to be carried by the student. The exception to this guideline is a prescription medication for asthma, reactive airway disease, or anaphylaxis. This school district believes it is in the best interest of students with asthma to move toward independent asthma management during their school years. Students are allowed to self-carry their inhaler medication following these criteria:
  - o The inhaler must be properly labeled for that student.
  - o Written authorization from the parent and physician must specify approval for the student to carry an inhaler and self-administer.
- f. It is the parents' responsibility to provide medication refills. When medication is low, school staff will notify parents via phone, email, or letter. At the end of the school year, parents will be contacted about the amount of medication remaining, and arrangements can be made for pick-up or disposal as necessary.

The board, in keeping with the policy, adopted the following procedures for the dispensing of non-prescription and prescription medications:

#### **Non-prescription Medication Administration Procedures**

The school will not provide any over-the-counter (OTC) medication. If the parent wants their child to have something, the parent will provide:

1. a written parent permission form indicating the OTC medication, amount to be given, time to be given, and reason for giving the medication.
2. Physician's name and phone number in the event of a reaction.
3. History of allergies or medical conditions of the student.

The school shall provide:

1. A list of personnel administering the medication (school nurse or other personnel to whom this responsibility has been delegated.)

2. A comprehensive record for each child, including:
  - a. Dated written request from the parent.
  - b. Medication inventory.
  - c. Dosage and time for the administration
  - d. Dispenser's initials with initial identified by full signature on the form.
3. Secured medication storage facility

## **NONDISCRIMINATION**

Minneota Elementary School is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities.

## **NOTICE OF VIOLENT BEHAVIOR BY STUDENTS**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **PARENT RIGHT TO KNOW**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Les Engler at 507-872-6532 ext. 1157.

## PICKING UP AND DROPPING OFF CHILDREN

Parents who drop off their children may load and unload on 5th street at the beginning of the day. Parents who pick up their children at the end of the day are asked to load and unload on the east side of the school on Jackson Street.

When picking up your children, please use the crosswalks instead of walking between the buses. This is for the safety of you and your child. Your cooperation is necessary and appreciated.

## PLAYGROUND RULES

### General

1. Proper clothing needs to be worn at all times (ex. boots, hats, and mittens in winter)
2. No rough play – including tackle football and any wrestling
3. No hanging on basketball hoops
2. Only soft baseballs and soft bats will be used – No metal bats
3. Students will be outside for recess unless they have a note from their parents or
  - a. A student causes or is likely to cause serious physical harm to other students
  - b. The student's parent or guardian specifically consents to the use of recess detention
  - c. For students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the needs of the student
4. Rollerblading, biking, and use of scooters are not allowed at school
5. Treat all students and adults with respect

### Slides

1. Walk up the ladder steps, and do not run or push on them
2. Slide only from top to bottom on the corkscrew slide
3. Slide down the slide **feet first**
4. Go all the way down. Do not stop part way down or try to get off part way down.
5. Rocks, snow, and toys do not belong on the slide

### Swings

1. Sit on the swing. Hold on with both hands—one person per swing.
2. Wait your turn on the grass or blacktop.

3. Set your pattern for taking turns (count 50, 100, 150.)

### **Bars/Climbers**

1. Hands and feet must be on the bars/climbers at all times.
2. No hanging on another child's body on any equipment.
3. Leave two bar spaces between children.
2. Do not sit on top of bars/climbers when children are swinging underneath.

### **Funnel Ball**

1. Only throw balls through the funnel.
2. Do not throw rocks, sticks, etc., up into the funnel.

### **Winter Rules**

1. Wear boots from the time when a call home is made and communicated. Boots permit students to walk anywhere on the playground when snow is present.
2. Wear snow pants (required for grades K-4) if you plan to roll, sit, or play in the snow. Snow pants permit students to play anywhere on the playground when snow is present.
3. Students must get permission to play on the snow hills and must be fully dressed (boots, snow pants, and coat) to use it.
4. Snow is not allowed to be thrown at any individual or object.

## **REPORT CARDS**

Report cards will be issued four times per year for grades 1-6 and three times per year for Kindergarten. They will be sent home by mail for each grading period unless they can be distributed during parent-teacher conferences. Please feel free to discuss your child's progress at any time during the school year with your child's teacher.

## **SCHOOL CLOSINGS**

For information regarding school closings, you will be notified by School Messenger or tune your radio to any Marshall radio station, WCCO ~~830 AM~~, or any Twin Cities TV station. School closings, late starts, and early dismissals will be broadcast by these radio and TV stations as soon as a decision has been made.

Please do not call school personnel about school closings since the latest information can be obtained by listening to or watching the above stations. You may also access our website at [www.minneotaschools.org](http://www.minneotaschools.org) for this information and the school's Facebook page.

## **SCHOOL HOURS**

Minneota Elementary's doors open at 7:45 AM for students who eat breakfast at school. All other students will enter the building and proceed directly to outside recess, depending on when they

arrive. Students will enter the school immediately upon arriving on school grounds and go to the designated gym space during adverse weather conditions. All students may enter the building using the playground or southeast elementary doors. The school day begins at 8:10 and ends at 3:10.

## SCHOOL MESSENGER

This telephone broadcast system will enable school personnel to notify all households and parents within minutes of an emergency or an unplanned event that causes early dismissals, school cancellations, or late starts. It may also be used, from time to time, to communicate general announcements or reminders. Your phone number is automatically added to our dissemination list when you enroll your child. Please contact Tara Skorczewski if you need to add another phone number or are missing announcements.

[tara.skorczewski@minneotaschools.org](mailto:tara.skorczewski@minneotaschools.org)

## SCHOOL PARTIES

Classroom parties are occasionally held throughout the school year.

All snacks and refreshments for a school party, birthday, or special treat should be purchased at a store and individually wrapped. A state law was passed in the early 1960s due to salmonella (food poisoning) in some of our Minnesota Schools.

Students are not allowed to deliver party invitations at school. All invitations must be handled outside of school. This policy stems from problems involving mix-ups and hurt feelings. Your cooperation is greatly appreciated.

## CARE OF SCHOOL-OWNED MATERIALS

Students are expected to respect school property. If a child willfully damages property, the parent will be called to confer with the principal. At that time, the amount or type of restitution will be discussed. The parent will be asked to replace property that is lost or beyond repair.

## SEARCHES

### **Lockers and personal possessions within a locker**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the

school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

### **Desks**

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

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

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

## **STUDENT DATA PRIVACY POLICY**

The school district must provide information regarding student data uploaded to any curriculum, testing, or assessment technology provider. Upon request, the school will identify each curriculum, testing or assessment provider, the educational data affected by the curriculum, testing or assessment technology provider, and information about the contact information to direct questions or concerns regarding any program or activity. Parents also have the right to inspect a complete copy of any contract with a technology provider. Parents and students may review a full copy of any contract with a technology provider.

## **STUDENT RECORDS**

The school maintains a secure file of your child's grades, attendance, standardized test scores, and discipline records resulting from their work since they began school. If your child has attended several schools, these records should have followed them to this school and will be on file.

Parental permission is no longer required when records are requested by authorized school personnel (Family Education Rights and Privacy Act: Final rule of Education Records, Federal Register).

All students' records will be treated following the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Sessions Laws of the State of Minnesota.

## **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing

purposes, and certain physical examinations, see the school district’s “Student Surveys” policy at [ISD #414 Policy 520](#).

## SUICIDE AND DEPRESSION PREVENTION

We understand that suicide is a serious public health concern that can take an enormous toll on students, families, staff, and communities. Concerns about and the number of suicides may be reduced through education, awareness, and services for students and families via mental health practitioners and community organizations. As an essential part of the team, school personnel are instrumental in recognizing symptoms, identifying at-risk students, and providing them with access to mental health resources.

The National Suicide Prevention Lifeline is now: 988 Suicide and Crisis Lifeline  
The nationwide number will route callers to the National Suicide Prevention Lifeline. If you or someone you know needs help, dial 988 to be connected to trained counselors that are part of the existing National Suicide Prevention Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary. For more information, click [here](#) or go to <https://988lifeline.org/current-events/the-lifeline-and-988/>.

## TELEPHONE USE

Students, generally, will not be permitted to use a school phone unless they have received permission from the classroom teacher or principal. Please help your children organize their needed materials and supplies before leaving for school in the morning. In addition, make sure afternoon plans have been arranged before they leave for school.

Children will not be allowed to use the phone to call home for books, assignments, band instruments, or make after-school plans with friends.

## TENNESSEN WARNING

The Minnesota Government Data Privacy Act provides you with certain rights. These rights include, but are not limited, to the following:

Whenever a government agency asks you to provide private or confidential data about yourself, you must be told:

- the purpose and intended use of the data requested;
- whether the individual may refuse to supply or is legally obligated to supply the data;
- any known consequences of supplying or not supplying the data; and the identity of other persons authorized to receive the data.

## TESTING

In Figure A, the assessments administered to students are listed by grade and time of year that they are given. Please get in touch with the school administrator regarding the tests, the purpose, how the data is used, and how you may better prepare your child.

FIGURE A – Minneota Elementary Testing Calendar

SEPTEMBER

| Assessment                | Subject/Reason                                 | Dates     | Requirement Source | Duration of Testing | Results Provided |
|---------------------------|--|-----------|--------------------|---------------------|------------------|
| NWEA (Grades K – 2)       | Reading, Math & Science Benchmark              | September | District           | Up to 2 Hours       | Fall Conferences |
| Fastbridge (Grades K – 6) | Reading & Math Benchmark & Progress Monitoring | September | District           | Up to 30 Minutes    | Fall Conferences |
| FAST (Grades K – 3)       | Reading Benchmark & Progress Monitoring        | September | District           | Up to 30 Minutes    | Fall Conferences |

JANUARY

| Assessment                | Subject/Reason                            | Dates   | Requirement Source | Duration of Testing | Results Provided   |
|---------------------------|---|---------|--------------------|---------------------|--------------------|
| NWEA (Grades K – 2)       | Reading, Math & Science / Benchmark       | January | District           | Up to 2 Hours       | Spring Conferences |
| Fastbridge (Grades K – 6) | Reading / Benchmark & Progress Monitoring | January | District           | Up to 30 Minutes    | Spring Conferences |
| FAST (Grades K – 3)       | Reading / Benchmark & Progress Monitoring | January | District           | Up to 30 Minutes    | Spring Conferences |

FEBRUARY

| Assessment   | Subject / Reason                      | Dates    | Requirement Source | Duration of Testing | Results Provided |
|--|---------------------------------------|----------|--------------------|---------------------|------------------|
| ACCESS for ELs (Grades K – 12) <i>English Learners</i> | Listening, Speaking, Reading, Writing | February | State of MN        | Up to 3 Hours       | Fall Conferences |

MARCH

| Assessment | Subject / Reason | Dates | Requirement Source | Duration of Testing | Results Provided |
|------------|------------------|-------|--------------------|---------------------|------------------|
|------------|------------------|-------|--------------------|---------------------|------------------|

|  |                                       |       |                    |   |                        |
|--|---------------------------------------|-------|--------------------|---|------------------------|
| MCA's & MTAS<br>R Grades 3-8 & 10<br>M Grades 3-8 & 11<br>S Grades 5, 8 & 10 | Reading, Math & Science               | March | Federal Government | 2 – 3.5 Hours – R<br>1.5 – 2.5 Hours – M<br>Up to 2 Hours – S | Mailed to Home in Fall |
| ACCESS for ELs<br>(Grades K – 12)  | Listening, Speaking, Reading, Writing | March | Federal Government | Up to 3 Hours   | Fall Conferences       |

**APRIL – May**

| Assessment   | Subject / Reason                          | Dates | Requirement Source | Duration of Testing   | Results Provided       |
|--|---|-------|--------------------|---|------------------------|
| MCA's & MTAS<br>R Grades 3-8 & 10<br>M Grades 3-8 & 11<br>S Grades 5, 8 & 10 | Reading, Math & Science                   | April | Federal Government | 2 – 3.5 Hours – R<br>1.5 – 2.5 Hours – M<br>Up to 2 Hours – S | Mailed to Home in Fall |
| NWEA<br>(Grades K – 2)   | Reading, Math & Science / Benchmark       | May   | District           | Up to 2 Hours   | Available Upon Request |
| Fastbridge<br>(Grades K – 6)   | Reading / Benchmark & Progress Monitoring | May   | District           | Up to 30 Minutes  | Available Upon Request |
| FAST<br>(Grades K – 3)   | Reading / Benchmark & Progress Monitoring | May   | District           | Up to 30 Minutes  | Available Upon Request |

**TESTING/OPTING OUT OF TESTS**

Minnesota students take some form of the Minnesota Comprehensive Assessments, or MCAs. The MCAs are given in the spring of each year to students in grades 3–8 in reading and math. In high school, Minnesota students take one last Reading MCA in grade 10 and one last Math MCA in grade 11.

The Science MCAs are given in grades five and eight and once in high school.

Students who receive special education services and meet eligibility requirements take the Minnesota Test of Academic Skills (MTAS) in the same grades.

Most Minnesota students will take the MCA online during their school day, likely in their classrooms. The MTAS is given by a teacher or another school administrator in a paper format. Each Minnesota school district decides when students will take their assessments within a designated spring testing window.

Both the MCA and the MTAS measure student learning of the Minnesota Academic Standards. More detailed information about Minnesota's K–12 Academic Standards can be found on the [Academic Standards section](#) of the MDE website.

### **Estimated Test Administration Times**

The reading test is estimated to take 1.5-2 hours to complete. The math test is estimated to take 1.5-2 hours to complete. The science MCA is estimated to take 1 to 1.5 hours to complete. None of the tests are timed. Students are allowed to take as much time as they need. State law limits the total amount of time per year that a student can spend taking school and district assessments to no more than 10 hours for grades 1 through 6.

### **Student Participation in Statewide Assessments**

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below. When completed, it must be returned to your student's district; your student's district may require additional information.

[Parent/Guardian Guide and Refusal Form](#)

## **THE PLEDGE OF ALLEGIANCE**

Every day (during morning announcements), the Pledge of Allegiance is recited by students and staff. Anyone who does not wish to participate in reciting the Pledge of Allegiance for personal reasons may elect not to do so. The staff and students must respect that person's right to choose.

## **TOBACCO-FREE SCHOOLS**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Please refer to Policy #419.

## VIKING VALOR

Minneota Public Schools has always strived to create a safe and positive learning environment for all students. To continue to improve our school climate, staff at Minneota Elementary have worked together to develop and implement Viking Valor – Minneota Public Schools' character program. The primary goal of Viking Valor is to create a positive school climate for all staff and students by acting with Honor, showing Respect, and meeting High Expectations.



Students may earn Viking Valor slips from Minneota Elementary staff at any time throughout the day. During our monthly Viking Valor assemblies, students' slips will be drawn. The child whose name is pulled can spin the prize wheel and win Viking Gear, gift certificates, etc. One student per grade is also honored for being the 'Student of the Month' and receives a certificate and medal during a monthly assembly.

When school is in session for a whole week, we acknowledge 'Students of Valor' for those who demonstrated outstanding behaviors.

## VISITORS

We value the involvement and support of our families and community. To ensure the safety and security of our students, staff, and visitors, we have the following guidelines for all visitors to our school during the school day.

Procedure:

- **Main Office Check-In:** When you arrive at Minneota Public Schools, all visitors must report directly to the main office. This includes parents, guardians, volunteers, and any other guests.
- **Sign-In Requirement:** Visitors are required to sign in upon arrival. This allows us to keep track of who is on campus at all times for security and safety purposes. The sign-in sheet will ask for your name, the purpose of the visit, and the time you arrived.
- **Visitor Badge:** After signing in, visitors will be issued a visitor badge. This badge must be worn visibly at all times while on the school premises. The badge identifies you as an authorized visitor and helps staff and students recognize that you have checked in appropriately.

- Sign-Out Requirement: Before leaving the school, visitors must return to the main office to sign out. This step is crucial for maintaining accurate records of who is on campus at any given time.

### Lunch Visitor Policy

Parents who wish to have lunch with their child can do so on their child's birthday (or half birthday). Arrangements must be made at least 24 hours in advance with the classroom teacher and the front office.

The use of cellphones or other devices for photo taking or video making of any child other than your own is strictly prohibited.

We appreciate your cooperation in helping us maintain a safe and secure environment for our school community!

Please get in touch with your child's teacher before visiting to make arrangements. Parents and educators form a crucial partnership in doing what is best for your child, and we welcome these visits.

If you intend to conference with the teacher, please call and arrange a time with them in advance. It is the expectation that all visitors and parents will treat staff members with dignity and respect during their visits. Visitors and parents may also expect this in return from staff members.

## **WITHDRAWING STUDENTS**

Please notify the office and your child's teacher if you change residence where your child must be withdrawn from school. You must also enroll your child in the new district as this will enable the personnel to complete the necessary paperwork and help your child receive a better start in their new school.

**FIGURE B – Minneota Elementary Pet Visit Form**

|                      |                 |
|----------------------|-----------------|
| Owner's Name         | Date of Request |
| Name of Pet          | Type of Pet     |
| Length of Visit      | Date of Visit   |
| Principal's Approval |                 |



Please provide a brief description of the reason for your pet's visit.

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Submit your pet's vaccination documentation with this Visit Form to the school administrator.



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

Minneota Public Schools do not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Nicolle Johnston, Elementary Principal/Curriculum Director  
507.872.6122 EX 1160

Patty Myrvik, Activities Director  
507.872.6175 EX 1141  
[patty.myrvik@minneotaschools.org](mailto:patty.myrvik@minneotaschools.org)

Minneota Public Schools, ISD 414  
504 North Monroe Street  
Minneota, MN 56264

**POLICY REVIEWED AND ADOPTED ANNUALLY BY THE SCHOOL BOARD**



# Minneota High School

## Student Handbook

~~2025 – 2026~~ 2026-2027



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

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

The school district believes that a fair and equitable district-wide school policy contributes to the quality of a student's whole life educational experience. Therefore, this district-wide school student handbook has been adopted as school policy. All school district policies affecting students are on the school district website.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel, who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

### **Academic Dishonesty**

Cheating and plagiarism in any form are prohibited, (i.e. copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments or projects, or online technology to create work) and will result in a consequence. Students who cheat or commit plagiarism will be disciplined in accordance with the school district's "Student Discipline" policy. For the full policy, please refer to ISD #414 School Board Policy 506. The student may also be subject to a MSHSL Code of Conduct violation.

### **Academic Eligibility**

For full policy, please refer to ISD #414 School Board Policy 641 This policy is meant to consistently track students and their academic progress. This policy will provide checkpoints approximately every three weeks for our students and will enable support systems to help students in a quicker fashion. This policy will feature improved teacher/student communication, teacher/parent communication, school district/parent communication, and school district/coach/adviser communication.

### **Academic Honor Roll**

The honor roll is published each nine-week period for grades 7 and 8 and each semester for grades 9-12. Seventh and eighth grade honor roll will be based on their core classes grades. Our honor roll is divided into three sections,

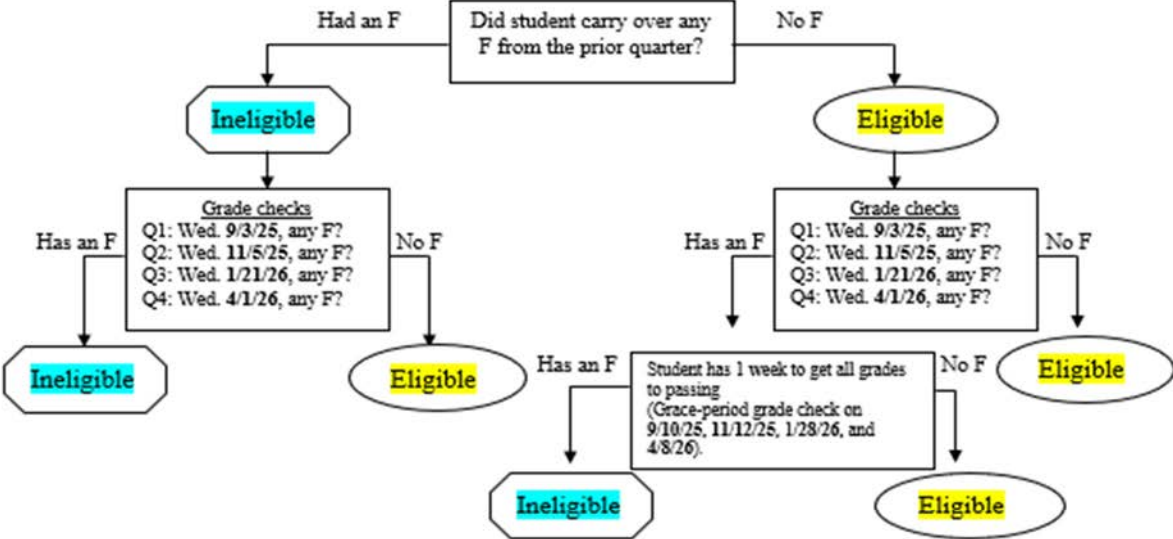
- Distinguished Honor Roll: 4.00 GPA
- High Honor Roll: 3.666 – 3.999 GPA
- Honor Roll: 3.33 – 3.665 GPA

# Academic Grade Check Schedule

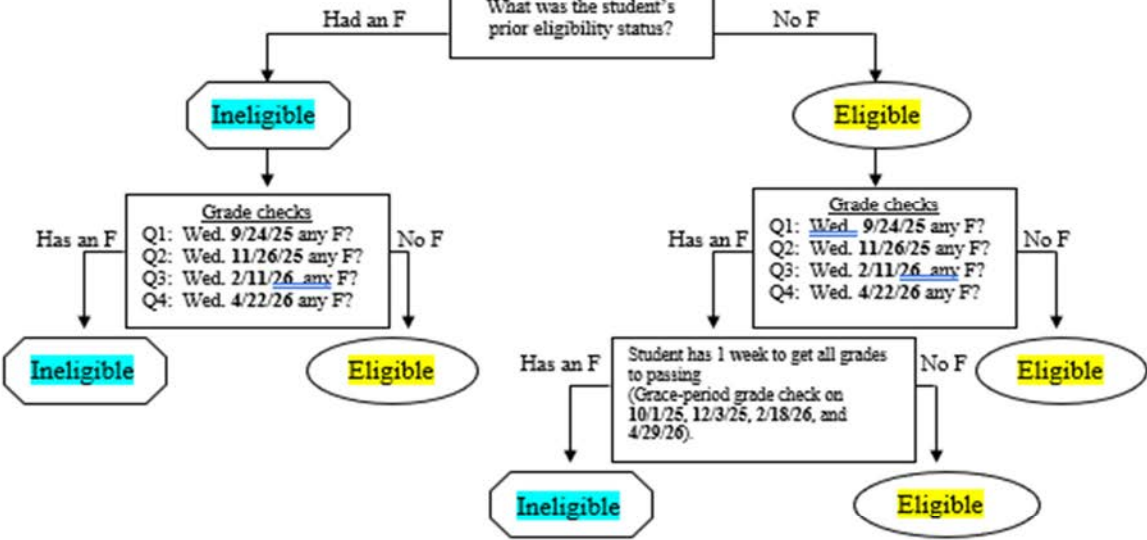
The following schedule will be followed for the implementation of grade checks.

## Minnesota High School Academic Eligibility Procedure 2025-2026

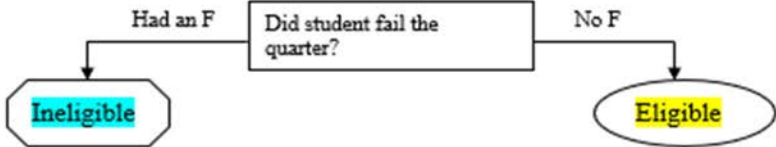
\*Academic Eligibility verification procedure to use for the beginning of a Quarter until week 3 of a Quarter.



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



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



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

## **Accidents**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the high school office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

## **Annual Review**

M.S. 127.42 requires that the principal and the licensed employee must meet annually to review the discipline policy. This review shall be done each year at the annual opening of the school workshop.

## **Attendance**

For full policy, please refer to ISD #414 School Board Policy 503.

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability important to the student's future. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

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.

**\*\* Please note: Parents may excuse their child up to 10 times per semester. After that a doctor's note is required for excused absences.**

Except when escorted by a staff member, any student leaving the building during class time must SIGN OUT in the office and SIGN IN upon return. Teachers may not send students home or on errands which will take them out of the school building. All such requests are approved by the principal or her designee.

### Excused Absences / Tardies

- To be considered an excused absence, the student's parent or legal guardian will be asked to verify, in writing or by phone, 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 or prior to the day of absence. Parents are to call the high school secretary (507-872-6175) extension 1100 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.
  
- The following reasons shall be sufficient to constitute excused absences:
  - Illness, injury, or hospitalization of the student.
  - Serious illness in the student's immediate family.
  - A death or funeral in the student's immediate family or of a close friend or relative.
  - Medical, dental, or orthodontic treatment, or a counseling appointment, (not haircuts, tanning, etc) which cannot be scheduled outside of school hours.
  - Court appearances occasioned by family or personal action.
  - Religious holidays. Religious instruction not to exceed three hours in any week.
  - Physical emergency conditions such as fire, flood, storm, etc. Conditions beyond the students' control (not missing the bus, oversleeping, or ride being late)
  - Official school field trip or other school-sponsored outing.
  - Removal of a student pursuant to a suspension. Out-of-School-Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
  - Family emergencies.
  - Active duty in any military branch of the United States.
  - A student's condition that requires ongoing treatment for a mental health diagnosis.
  - 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.
  - 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.
  - Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
  - 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.
  
- Consequences of Excused Absences
  - 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.

- 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. 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.
- Unexcused Absences / Tardies
  - Truancy. An absence by a student which was not approved by the parent and/or the school district.
  - Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
  - Work at home (except as described above).
  - Work at a business, except under a school-sponsored work release program.
  - Any other absence not included under the attendance procedures set out in this policy.
- Consequences of Unexcused Absences
  - Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
  - Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
  - 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.
  - Students with unexcused absences shall be subject to discipline. Please refer to the discipline matrix for more information.

**Asbestos Management Plan**

Minneota Public Schools has on file a complete and updated Management Plan dealing with Asbestos Containing Building Materials (ACBM) within the School District's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 a.m. to 3:00 p.m. in the District Office. Copies of the management plan are available from the District for nominal cost.

As required by Federal law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. A comprehensive inspection is conducted every three years. Concerns identified from these inspections are remedied by professional asbestos abatement contractors in a timely manner. The remaining asbestos in the district buildings will remain unless its condition deteriorates or it becomes necessary due to renovation. Minneota Public Schools also contracts with the Southwest/West Central Service Cooperative and IEA to provide environmental consulting services. If you have any questions or concerns, please address them with Les Engler, Director of Buildings and Grounds.

## **Attendance-Participation in Extracurricular Activities**

- This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- If a student is suspended from any class, he or she may not participate in any activity or program that day.
- In order for a student to participate in a practice or event, he/she must be signed in by 10:00am if absent due to illness. Any student who leaves school ill after 10:00am for any length of time is unable to participate in practices or events. Exceptions will include dental/medical/legal appointments, family emergencies, funerals, religious events and/or school-related activities. All appointments must be accompanied by communication (note, phone call, e-mail) from a parent per standard district procedure. Any other exceptions must be approved by the Activities Director or High School Principal.

## **Attendance-Tardiness**

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. It is a student's basic responsibility to get to school and class on time.

Students tardy at the start of school must report to the school office for an admission slip.

Tardiness between periods will be handled by the teacher and tracked through JMC Period Attendance. Parents can monitor via Parent Portal.

Please refer to the discipline matrix for consequences regarding tardies.

## **Backpacks**

No backpacks, satchels, or bags of any kind will be allowed to be carried during the school day.

Bags must be kept in the student's locker. Students should obtain any study materials for classes before school or during passing times.

## **Building and Grounds**

Students will be permitted in the school building before and after school or at night if he/she is actively participating in a school activity. The appearance of the buildings and grounds reflects the character of the people within the building. Please help us to maintain a clean, bright, and cheerful appearance.

No student or adult is allowed in the building unless under the direct supervision of a faculty member or coach/advisor. The supervising faculty member or coach/advisor shall be the first to arrive and the last to leave the building.

## **Bullying Prohibition Policy**

For full policy, please refer to ISD #414 School Board Policy 514.

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

An act of bullying, by either an individual student or a group of students, is expressly prohibited

1. on school premises, at school functions or activities, on school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

A school-aged child who voluntarily participates in a public-school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs is prohibited.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited, and false accusations or reports of bullying against another student are prohibited.

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

The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

## Changing Schedules

Students need to make an appointment with the counselor to request a change in their class schedule. Any student who wishes to change classes must do so within four days after the start of each semester. Students will not be allowed to drop a class after the MHS deadline, unless approved by the high school principal. Please note this drop date is mandated by Minnesota High School and NOT by the withdrawal date set by the post-secondary institution. **PSEO (all college-credit bearing classes) students who drop a class after the deadline will receive an “F” on their high school transcript for that class.**

Part-time PSEO or students who are enrolled in online classes have a right to be in the building and will be assigned to a study hall. They will also be expected to adhere to all school rules/policies.

# Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found below and on the school district's website at <https://www.minneotaschools.org>.

| Minneota Public Schools 2026-2027 School Calendar |   |   |   |                  |    |    |             |    |    |    |    |    |    |                |    |    |    |    |    |    |              |    |    |    |    |    |    |               |    |    |    |    |    |    |               |    |  |  |  |  |  |
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| Approved by the School Board on February 18, 2026 |   |   |   |                  |    |    |             |    |    |    |    |    |    |                |    |    |    |    |    |    |              |    |    |    |    |    |    |               |    |    |    |    |    |    |               |    |  |  |  |  |  |
| July 2026   |   |   |   |                  |    |    | August 2026 |    |    |    |    |    |    | September 2026 |    |    |    |    |    |    | October 2026 |    |    |    |    |    |    | November 2026 |    |    |    |    |    |    | December 2026 |    |  |  |  |  |  |
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## **Cell Phones/Electronic Devices/Office Phones**

Cell Phones and other personal communication or electronic devices will only be allowed before and after school, during lunch, and between classes. Students are not allowed to use these devices during the time that class is in session. Such items include, but are not limited to, cell phones and smartwatches. It is the expectation that students place their cell phones in a designated location within the classroom that has been determined by the classroom teacher.

If a student is caught using their phone or smartwatch in class or it goes off causing a distraction and they haven't turned their phone into the designated area, it will be confiscated and turned into the office. The principal will be issuing detention and will keep the phone until the end of the day. These consequences never come into play if a student turns their phone in at the beginning of the hour.

- The office phone should only be used for emergency calls.
- Cell phones are not allowed to be used in the locker rooms or changing areas!
- The unauthorized taking of pictures or video of students, faculty, and/or adult staff is strictly prohibited.
- Earbuds/headphones are not allowed during passing time, lunch, or school assemblies.
- No cell phones, headphones/earbuds, or electronic devices may be used during class without the teacher's permission. Teachers may confiscate such devices being used inappropriately and turn them in to the principal.

## **Counseling and Guidance**

Colleges, technical, and private school representatives visit with Seniors and Juniors on a continuing basis during the school year. Also available are representatives from the Armed Services which include the Army, Navy, Air Force, Marines, and Minnesota National Guard. Students must check announcements and communicate with the counselor to get a pass.

Starting in October, the college-oriented testing programs begin and continue during the year. Tests include the Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test (PSAT/NMSQT), the Armed Services Vocational Aptitude Battery (ASVAB), and the American College Testing Program (ACT) for Junior students.

Immediately in the fall, Seniors should begin applying for colleges and technical schools as well as looking into scholarships. There will be financial aid meetings for Seniors and their parents. In January/February, Seniors may begin applying for the local Dollars for Scholars program.

Students in Grades 9-12 will meet with the counselor during the school year to discuss graduation requirements, career choices, and post-secondary plans. Students are encouraged to visit with the counselor or principal about graduation requirements, career choices, class schedules, as well as personal issues.

The counselor and high school principal can also help students when referrals are necessary for Health and Community Services, Social Services, Vocational Rehabilitation, Speech Therapy, post-high school educational and occupational information.

### **Decorations & Posters**

A building principal must approve all posters and decorations for the hallway.

### **Detention**

Detention is held in the conference room every Thursday from 3:15 PM-4:00 PM.

### **Disciplinary Action**

Disciplinary Action may include, but is not limited to:

- Meeting with the teacher, counselor, or principal;
- Detention;
- Loss of school privileges;
- Loss of extra-curricular and co-curricular participation (MSHSL and District Policy);
- Parental conference with school staff;
- Modified school programs;
- Removal from class;
- In-school suspension
- Out-of-School Suspension - prohibiting a student from attending school for a period of no more than ten school days. If a suspension is longer than five days, the principal will provide the superintendent with a reason for the longer suspension. When a student has out-of-school suspension, the student is not eligible to attend or participate in any school activities or be on school grounds.
- Exclusion;
- Expulsion;
- Referral to proper legal authorities;
- Restitution for damages incurred;
- Loss of extra-curricular and co-curricular participation (MSHSL and District Policy)

## Dress Code

Please visit ISD #414 School Board Policy 504 for the full policy.

It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). School Administration is responsible for enforcing this policy.

- A. Appropriate clothing includes, but is not limited to, the following:
  - 1. Clothing appropriate for the weather.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing appropriate for the activity (i.e., physical education or the classroom)
  
- B. Inappropriate clothing includes, but is not limited to, the following:
  - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is deemed inappropriate. Jeans with inappropriate tears, cuts or holes.
  - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
  - 3. Apparel promoting products or activities that are illegal for use by minors.
  - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Minnesota Public Schools Policy 413.
  - 5. Any apparel or footwear that would damage school property.
  
- C. Hats and hoods are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
  
- D. It is not the intention of this policy 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 or do not advocate violence or harassment against others.
  
- E. "Gang," as defined 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.

## **Drills**

Fire, Tornado, and Active Shooter drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and goes to designated areas by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

## **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy.

## **eLearning**

eLearning plan can be found on the district website or you can click [here](#).

## **Employment Background Checks**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Extracurricular Activities**

The eligibility rules of the Minnesota State High School League and those of the Board of Education will apply to all extra-curricular activities at Minneota Junior and Senior High School. Students are directed to the pamphlet titled "Rules and Regulations Pertaining to Minneota High School Student Activities."

Your high school includes many groups aside from regular classroom activities in which you may participate. You are urged to take part in some of them. These activities broaden your interests and help you to develop many extra skills. Some of the activities are as follows:

|               |                |                 |            |
|---------------|----------------|-----------------|------------|
| Music         | Robotics       | Student Council | Speech     |
| Drama         | Knowledge Bowl | FCCLA           | FFA        |
| Trap Shooting | Athletics      | NHS             | Dance Team |

## **Extracurricular Events- Student Behavior at Home or Away Events**

Students attending events at Minneota High School, who in the opinion of the supervisory staff are creating a problem or involved with a group causing a problem, will be either ejected from the event or in the case of young children, elementary through ninth grade, attending a football contest or home event at the High School, the parents will be notified through either the crowd's nest or scorer's table to come and get them. If their parents are not there, they will be ejected from the event. Students in grades 10-12 will be automatically ejected from the contest. Parents, in both cases, will be further notified by letter as to the incident along with a period of time their son or daughter will not be allowed to attend home events or ride buses to away events.

Students attending an away event who are involved in inappropriate behavior will be denied the privilege of riding fan buses to future away contests for a period of time to be determined by the administration. Behavior involving alcohol and/or drugs will be dealt with according to policy.

## **Fees**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
  - Use of musical instruments owned or rented by the school district.
  - A school district-sponsored driver or motorcycle education training course.
  - Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school principal, Lindsey Larson at [lindsey.larson@minneotaschools.org](mailto:lindsey.larson@minneotaschools.org).

## **Fundraising**

The raising of money for any cause without prior approval or consent of the building principal is not allowed. Final approval for fundraising will be determined by the Minneota School Board.

## **Graduating with Honors**

The category for graduating with honors are as follows:

- Those with a cumulative G.P.A between 3.67 – 4.0 will graduate with distinctive honors.
- Those with a cumulative G.P.A. between 3.5 – 3.66 will graduate with honors.

Valedictorian and Salutatorian will be recognized at graduation.

Class rank will be based on students' cumulative performance for eight semesters; grades 9 – 12.



## 2. Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

|  |
|--|
| Minnesota Academic Standards, English Language Arts K-12   |
| Minnesota Academic Standards, Mathematics K-12             |
| Minnesota Academic Standards, Science K-12                 |
| Minnesota Academic Standards, Social Studies K-12          |
| Minnesota Academic Standards, Physical Education K-12      |
| Minnesota Academic Standards or Local Standards, Arts K-12 |

## 3. School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- School District Standards Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12)

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption.

In order to participate in commencement, students must have met all district and state credits and requirements for graduation and have a signed diploma. Foreign exchange students, classified as seniors, as guests of the school, may also participate in commencement if they have passed all classes for their year of residence; however, they will receive a Certificate of Attendance.

### **B. POST SECONDARY ENROLLMENT OPTIONS (PSEO)**

Eligible juniors and seniors at Minneota High School may enroll in a Minnesota postsecondary college on a full or part-time basis. The intent of the program is to promote rigorous educational pursuits and provide a wider variety of options for students while they earn college credit. PSEO students must be responsible, self-starting, mature and independent. The interested students and their parents are strongly encouraged to communicate with the school counselor in the spring. According to MN state statute, students must inform their high school of PSEO plans by May 30 for the following year.

### **C. ONLINE CLASSES**

The combination of online and traditional classes can never exceed 3 credits per semester or more than 50 percent online. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for payment of any

tuition or course fees by the student. Online agreements can be made on an individual basis with the School Counselor. Students choosing to take supplemental online courses through an outside provider can leave the MHS campus during their designated time. MHS schedules cannot be arranged to accommodate online courses to a specific period. Students taking an online class through an outside provider are responsible for registration, seeking technical and academic support, and communication of progress and final grades.

**D. SPECIAL EDUCATION**

Students enrolled in a Special Needs Program who have successfully completed all the requirements set forth in their I.E.P.'s and who have met all the other requirements set forth shall be granted a diploma.

**E. CLASS RANK**

Students must complete a minimum of 6 credits at Minneota High School in order to be included in the class rank. The principal and school counselor approve exceptions.

**F. OPEN ENROLLMENT**

Minneota Public Schools follows Minnesota state statutes for open enrollment options

**Hazing Prohibition**

For full policy, please refer to ISD #414 School Board Policy 526.

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

**Internet Acceptable Use and Safety Policy**

For full policy, please refer to ISD #414 School Board Policy 524.

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

### **Lead in Drinking Water Plan**

According to school board policy:

Minnesota Public Schools have historically conducted - and continues to conduct - Lead in Drinking Water testing per the Minnesota Department of Health guidelines. Minnesota Public Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as with Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) expectations. For more information on Minnesota Public Schools lead reduction program and testing results, please contact Les Engler at 507-872-6532 ext. 1157

### **Lost and Found**

All articles found by students or staff will be placed in the lost in found. Students and staff are encouraged to report any lost items to the main office. If articles are not accounted for, they will be brought to a local thrift store at the end of each semester.

## Lunch

Our campus is considered closed during the lunch times. Students may not leave campus without prior approval from the principal. Students can still come and go from school for appointments in the ordinary fashion by having parents call the school or bringing a note and signing in/out in the high school office. There will be regular classes in session during the lunch hour. Please be respectful in the hallways.

Students enrolled in Minnesota Public School will receive FREE breakfast and lunch through the school's lunch program for the 2025—2026-2026-2027 school year. The Free School Meals Program is a state funded program that provides reimbursement for meals served to students who do not qualify for free or reduced-price meals so all students receive the meals at no cost. If a student would like an additional entree, a second meal, or extra milk, they must pay for the additional meal item.

|                   |          |
|-------------------|----------|
| Student Breakfast | One FREE |
| Student Lunch     | One FREE |
| Adult Lunch       | \$5.05   |
| High School Lunch | \$4.05   |
| Extra Entree      | \$2.10   |
| Take-to-Go Salad  | \$3.25   |
| Adult Breakfast   | \$3.55   |
| Student Breakfast | \$2.30   |
| Extra Milk        | \$0.45   |

Families are still responsible for any charges to their account prior to July 1, 2023.

## Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities.

## **Non-Essentials Objects/Toys**

No fidget spinners or like devices are allowed in school unless IEP/504 states a need.

## **Notice of Violent Behavior by Students**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **Nurse Guidelines**

### Head Lice

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please contact the school nurse. If a student has signs that head lice are present, a trained staff person may check the student for live head lice.

1. First case of head lice
  - a. Contact student's parent to have student removed from school as soon as possible.
  - b. Parents will be given lice control information by school personnel.
  - c. Student will not go back to class until 24 hours after treatment is completed
  - d. Trained staff person will check affected student before he/she returns to the classroom (upon return to school, the student needs to go to the school nurse to be checked or discuss with advisor). If live lice are found, student will be sent home again – this will be repeated until no live lice are found by trained staff after student returns to school.
  - e. Student will be checked again in 10 days after return to the classroom.
2. Second case of head lice, same student
  - a. Contact parent for student to be picked up. Talk with parent and have them tell what they did to rid student, family and house from the first case of lice.
  - b. Trained staff person will check affected student before he/she returns to the class (upon return to school, the student needs to go to the school nurse to be checked or discuss with advisor). If live lice are found, student will be sent home again – this will be repeated until no live lice are found by trained staff after student returns to school.
  - c. Student will be check again in 10 days after return to class.
  - d. Other students in school may be checked if needed.

3. Third case, same student
  - a. Same as above in number two
  - b. Home visit by school nurse and/or social worker if needed.
4. School's Plan of Last Resort. (To be planned by school administration and school nurse).

### Illness or Injury

STUDENTS ARE REQUIRED TO REPORT ALL ACCIDENTS TO THE OFFICE WITHIN 24 HOURS OF THE OCCURRENCE SO THAT A WRITTEN REPORT CAN BE FILED. In case of illness or injury in which it does not seem advisable for the child to remain in the classroom, the parents will be contacted by telephone to come to school and pick up their child. In cases where parents are not available by telephone, emergency numbers that parents have given to the school will be used and these people will be asked to come to school to pick up the child.

If parents are contacted, but for some reason they are unable to pick up their child or to authorize someone else to do so. If not available, the child will remain at school during school hours and will return home by his/her regular means (bus or walk) except in such cases in our opinion medical aid is needed immediately, an ambulance will be called at the parents' expense and the child will be sent to the emergency room at one of the hospitals. No student will be sent home unless there is an adult to assume responsibility for their welfare.

Please keep your child home if he/she:

- has had an oral temperature of 100 degrees or higher in the past 24 hours.
- has vomited 2 or more times in the past 24 hours.
- has diarrhea and/or he/she is not feeling well and needs to use the bathroom frequently.
- has a rash for which the cause is unknown; see your healthcare provider.
- has an illness that prevents him/her from participating in routine activities.

### Attendance Rules for Common Communicable Diseases

Parents are asked to please NOT send their children to school when they are sick. Not only can they not function properly in school when they are feeling poorly, but they will also expose other children to an infectious disease. Parents are asked to notify the school nurse/office immediately if their child contracts any of the below mentioned communicable diseases so we can work toward preventing further outbreaks.

- Fever: Students are to be excluded from school if his/her temperature is 100 degrees or more. Students must be fever free for 24 hours without the use of fever reducing agents (Tylenol, Advil/Motrin, etc.) before returning to school.

- Colds: Students should be excluded from school (especially for younger children) for the one or two days when they feel the most ill (earache, sore throat, runny nose, watery eyes, fever, etc.).
- Influenza: Students with Influenza A or B should be excluded from school immediately. Students should not return until the fever has been gone for 24 hours. Please notify the school nurse/office if your child has influenza like symptoms which include a fever AND cough or sore throat.
- Pink Eye: Students are to be excluded if there is thick white or yellow drainage, redness of the eye and eye pain. Your child may return after being examined by his/her health care provider and approved to return with a note from him/her.
- Fifths Disease: Call the school nurse or office if your child has been diagnosed with Fifths Disease. Students do not need to stay home from school if other rash-causing illnesses are ruled out by a health care provider. Persons with fifth disease are unlikely to be contagious once the rash appears.
- Chicken Pox: Students with chicken pox are to be excluded from school until ALL blisters have dried into scabs. This is usually about six days after the rash began. (Notify school nurse/office immediately.)
- Impetigo: Students with impetigo are to be excluded from school immediately. Your child may return after being examined by his/her healthcare provider and 24 hours after treatment has started. It is recommended to cover lesions. Please notify school nurse/office if diagnosis was made by healthcare provider.
- Scabies: Students will be excluded from school immediately. Your child may return after being examined by his/her healthcare provider, having been on treatment for 24 hours and have a note from the healthcare provider with approval to return to school. Please notify school nurse/office.
- Ringworm: The infected child will be excluded from school until they have been examined by his/her healthcare provider and treatment has been started. Any child with ringworm should not participate in gym and other close contact activities that are likely to expose others if the lesions cannot be fully covered or until 72 hours after treatment has begun. Please notify school nurse/office.
- Rashes: Students will be excluded from school immediately when they have an undiagnosed rash or rash attributable to a contagious illness or condition. Some rashes are

highly contagious (such as measles, if measles is suspected consult your physician immediately). Notify school nurse/office with questions.

- StrepThroat: Students with strep throat should be excluded from school until at least 24 hours after an antibiotic treatment has begun and fever is gone. \*Whenever you have a question about your child's health, please feel free to contact the school nurse or your physician.

#### Prescription and Non-Prescription Medications

For full policy, please see ISD #414 School Board Policy 516.

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

### **Parent Right to Know**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **Parent and Teacher Conferences**

Parent and teacher conferences will be held at Minneota High School on October 29, 2026 and March 22, 2027. For more information, contact the high school principal, Heather Anderson, at [heather.anderson@minneotaschools.org](mailto:heather.anderson@minneotaschools.org).

## **Pesticide Application Notice**

The school district may plan to apply pesticide(s) on school property. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Les Engler at 507-872-6532 ext. 1157.

## **Pledge of Allegiance**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

## **Procedures for Appeal and Grievances**

Parental or staff requests for modification of any of the policies may be orally presented to the Principal or Superintendent at their respective offices. If accord is not reached by this means, application for modification of a policy provision may be made in writing to the Board of Education for consideration at its next regular monthly meeting.

Appeal procedure, when a party is aggrieved, shall be the same as for policy modification, except when warranted, special meetings of the Board of Education may be called by the Chairman.

## Prom

The Board believes that high school Prom should be limited to students in the 11<sup>th</sup> and 12<sup>th</sup> grade.

Attending Prom is a privilege and can be revoked by the administration at any time. Prom is a formal dress occasion. All students must be in formal attire and will not be admitted to Prom unless dressed appropriately.

### General Guidelines:

- Minneota students who are currently suspended, expelled, or attending an online or alternative school full time cannot attend Prom.
- Guests must be at least in 10<sup>th</sup> grade and may attend prom if they are invited by an 11<sup>th</sup> or 12<sup>th</sup> grade Minneota student.
- Older students (students who have graduated high school) may attend if they are asked by an 11<sup>th</sup> or 12<sup>th</sup> grade student and are under the age of 21.
- Any student who attends another school, is not attending school, or who has already graduated from high school must be granted permission from the building Principal before they are allowed to attend the Minneota Prom.
- Students are responsible for the behavior of any invited guest.
- Students and their guests are expected to adhere to all Minneota Public Schools' rules, regulations, procedures, and policies as well as local and state laws.
- The parent(s) and student assume responsibility for any accident or property damage while attending and traveling to and from Prom.
- If a student and/or their guest is asked to leave by a chaperone or venue employee and refuses, the proper legal procedures will be followed.
- At the entrance to the event, everyone may be searched for prohibited and illegal substances.
- Prom is a school-sponsored event and school behavior codes apply.
- Required prescription and/or non-prescription drugs must be approved by the School Nurse prior to the event, otherwise, they will be confiscated.
- Students and guests are subject to be tested for alcohol and other substances. Any 11<sup>th</sup> or 12<sup>th</sup> grade student or their guest(s) found in possession of or under the influence or demonstrating inappropriate behavior may be suspended from school, may not participate in the Graduation ceremony, and may be subject to arrest.
- The administrators of Minneota Public Schools reserve the right to make any other decisions needed to ensure a safe night for our students.
- All exceptions to this policy must be approved by the Superintendent in consultation with the High School Principal.

## PSEO Attendance

Students who participate in PSEO will be allowed access to the high school building, computers, and/or other technology resources during regular school hours. Students will be expected to follow the rules of Minneota Public School.

Students are expected to sign in and out of the building at the high school office. Students will report to the designated study hall during the scheduled class times. Students must remain in the study hall for the entire class time.

## Report Cards

Report cards are issued each nine weeks. The report covers two areas, a scholastic or grade report, and a checklist report on attitudes and work habits.

The following weights are used for GPA:

|    |      |    |      |
|----|------|----|------|
| A  | 4.0  | C  | 2.0  |
| A- | 3.67 | C- | 1.67 |
| B+ | 3.33 | D+ | 1.33 |
| B  | 3.0  | D  | 1.0  |
| B- | 2.67 | D- | .67  |
| C+ | 2.33 | F  | 0    |

School-wide grading scale:

| Letter Grade | Percentage | Grade Points |
|--------------|------------|--------------|
| A            | 94-100     | 4.0          |
| A-           | 90-93      | 3.67         |
| B+           | 87-89      | 3.33         |
| B            | 83-86      | 3.0          |
| B-           | 80-82      | 2.67         |
| C+           | 77-79      | 2.33         |

|    |       |      |
|----|-------|------|
| C  | 73-76 | 2.0  |
| C- | 70-72 | 1.67 |
| D+ | 68-69 | 1.33 |
| D  | 65-67 | 1.0  |
| D- | 63-64 | .67  |
| F  | 0-62  | 0.0  |

Your interest and classroom attitude, courtesy and cooperation and the degree which you work up to ability and accept responsibility will be reported as satisfactory or in need of improvement. Teachers may use the comment section on the report card to indicate positive and/or poor work habits or conduct.

There are no weighted grades.

Incomplete work becomes an F one week after report cards are handed out. A final grade must be submitted by the instructor at that time.

**Removal from Class**

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or their lawful designee. The removal of a student from class shall not exceed five class periods. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student is disruptive and/or will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Mediation with student, parent, teacher and principal may be needed.

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act.

\* Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act.

\* Parents and students shall be notified in writing of violations of the rules of conduct and resulting disciplinary actions as required by the Pupil Fair Dismissal Act.

## **Rules of Conduct**

Disciplinary action may be taken against students for any behavior which is disruptive of good order or violates the rights of others.

School Premises include: A school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

School officials at all times possess the right to search any school property and request personal property to be searched.

## **School Activities**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to represent responsibly the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Minnesota School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity.

## **School Closing**

Delaying or closing school because of bad weather is a decision that is often made with short notice to students, parents, and staff. I have found that a late start due to fog or limited visibility is one of the more difficult decisions, as fog and limited visibility can be spotty or move in after buses are sent out. For me, these decisions are based on common sense, and I tend to make decisions based on the safety of our students, staff, and families.

Given the weather conditions when school is open, parents may not want to send their child on the bus – while we always want your child in school, we respect the parental right to keep them home.

We utilize SchoolMessenger as the initial contact with families when there is an early dismissal, late start, or school is cancelled for the day. Additionally, a list of radio/TV stations that the school contacts are noted in student handbooks.

Several tasks occur before deciding to either delay or close school. Depending on weather and road conditions, the decision on a late start or close for the day is made as early as possible, typically before 6:00 a.m. It is possible that weather will dictate a variation.

If we proceed with a late start, the decision to remain closed or open two hours late is made as early as possible, typically around 8:00 a.m. **Breakfast is still served when school is on a two-hour late start. Morning school activities and field trips will be canceled or rescheduled for another day.**

**All school activities, practices, and community education events are canceled if school is closed early or canceled for the day.** The Activities Director may make exceptions, in consultation with other school staff and administration.

Once the decision is made to close early, radio/TV stations will be notified, and an announcement is made through SchoolMessenger that the school will be closing, including the time buses will leave. Both staff and students should have an alternate place to stay if the weather does not permit them to go home.

Given the use of cell phones, word travels quickly on school day changes which sometimes is helpful and other times causes confusion. School closing procedures allow staff to have an orderly process for getting the students home safely.

Extra-Curricular Activities:

The following procedures will be followed:

- A. All practices for all sports/activities/community ed are automatically canceled.
- B. If school is canceled, all scheduled activities and events are automatically canceled.

**Playoff clause:**

**Should a full school day be canceled because of weather, the school administration may allow a team to practice if:**

- A. It's the day before a playoff game.
  1. Only applies to a varsity team
  2. Parent's discretion to own a child's decision to practice, athletes will not be held accountable for missing practice on these days.

**Should school be dismissed early because of weather, the school administration may allow a team to practice if:**

- A. practice is conducted during the school day and is scheduled to conclude, so the student/athletes are dismissed at the scheduled closing time.
- B. practice is limited to up to 1.5 hours.
- C. it's a playoff season.

\*Only applies to a varsity team

\*\*It's the head coach's responsibility to attend the daytime practice

\*\*\*School administration has the discretion to decide whether or not to allow practice

## School Records

The school has on file your grades, attendance, standardized test scores, and discipline record that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian. Minneota Public School will forward records to other schools and post-secondary institutions where a student is enrolling, upon the written request of the parent, legal guardian, student, school or post-secondary institution. Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their right of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Family Educational Rights and Privacy Act, Section 99.34, relating to disclosure of student records to other educational agencies or institutions. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, the school's website, student handbook, or newspaper article) is left to the discretion of each school.

## Search

**For full policy, please refer to ISD #414 School Board Policy 502.**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law.

If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

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

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

#### **B. Cell Phones and Other Electronic Communication Devices**

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

#### **C. Desks**

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

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

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

#### **E. Vehicles on Campus**

##### **Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of

students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **Search of the Interior of a Student's Motor Vehicle**

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

## **Sexual, Religious, and Racial Harassment and Violence Policy**

**For full policy, please refer to ISD #414 School Board Policy 413**

The school district strives to maintain a learning and working environment free from harassment and violence 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. The school district prohibits any form of harassment or violence 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.

## **Special Education Students**

### **Pupils with Disabilities**

Special consideration may be given a student for which an IEP is written should he/she be removed from class. Consideration may be given following review of the IEP to further assessment. The teacher and principal shall decide if action shall be taken and notify the parent.

Behavioral problems that arise and are of causal effect due to the disability shall be dealt by:

1. Teacher-student conference;
2. Teacher-parent conference;
3. Teacher-parent-principal conference;
4. Referral to child study team for further evaluation and modification of program if deemed necessary.

### **Suspension, Exclusion and Expulsion of Students with Disabilities**

Handled according to Minnesota Rule 3525.2470 and Minnesota Statute, Sections 127.26 to 127.39 (Pupil Fair Dismissal Act).

## School-Sponsored Media

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non school-sponsored publications may not be distributed without prior approval.

### **A. Distribution of Non school-Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

### **B. School-Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Causes a material and substantial disruption of school activities; is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
- Advertises or promotes any product or service not permitted for minors by law;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

## **Student Council**

The Student Council is an organization of students selected by the advisor, to serve as the student body's official representatives in matters of concern to the entire school in areas where the council has been given power and authority by the administration. It is comparable to a lawmaking body in that student members are elected to represent and speak for the group.

## **Student Data Privacy**

The school district must provide information regarding student data uploaded to any curriculum, testing, or assessment technology provider within the first 30 days of the school year. The school will identify each curriculum, testing, or assessment provider, the educational data affected by the curriculum, testing, or assessment technology provider, and information about the contact information to direct questions or concerns regarding any program or activity. Parents also have the right to inspect a complete copy of any contract with a technology provider. Please contact Lindsey Larson with any requests.

## **Student/Parent Notification**

Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act.

## **Student Work**

Students should be aware that classroom work (for example, art projects, class projects, etc.) may be displayed by the instructor. If parents or students do not want their work displayed, written notification must be given to the principal by the parents.

## **Suicide and Depression Prevention**

We understand that suicide is a serious public health concern that can take an enormous toll on students, families, staff, and communities. Concerns about and the number of suicides may be reduced through education, awareness, and services for students and families via mental health practitioners and community organizations. As an essential part of the team, school personnel are instrumental in recognizing symptoms, identifying at-risk students, and providing them with access to mental health resources.

### **The National Suicide Prevention Lifeline is now: 988 Suicide and Crisis Lifeline**

The nationwide number will route callers to the National Suicide Prevention Lifeline. **If you or someone you know needs help, dial 988** to be connected to trained counselors that are part of the existing National Suicide Prevention Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary. For more information, go to <https://988lifeline.org/>.

## **Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the school district’s “Student Surveys” policy at ISD #414 Policy 520.

## **Tennessee Warning**

The Minnesota Government Data Privacy Act provides you with certain rights. These rights include, but are not limited, to the following:

\*Whenever a government agency asks you to provide private or confidential data about yourself, you must be told:

- the purpose and intended use of the data requested;
- whether the individual may refuse to supply or is legally obligated to supply the data;
- any known consequences of supplying or not supplying the data; and the identity of other persons authorized to receive the data.

## **Testing/Opting Out of Tests**

Minnesota students take some form of the Minnesota Comprehensive Assessments, or MCAs. The MCAs are given in the spring of each year to students in grades 3–8 in reading and math. In high school, Minnesota students take one last Reading MCA in grade 10 and one last Math MCA in grade 11.

The Science MCAs are given in grades five and eight and once in high school.

Students who receive special education services and meet eligibility requirements take the Minnesota Test of Academic Skills (MTAS) in the same grades.

Most Minnesota students will take the MCA online during their school day, likely in their classrooms. The MTAS is given by a teacher or another school administrator in a paper format.

Each Minnesota school district decides when students will take their assessments within a designated spring testing window.

Both the MCA and the MTAS measure student learning of the Minnesota Academic Standards. More detailed information about Minnesota’s K–12 Academic Standards can be found on the [Academic Standards section](#) of the MDE website.

### **Estimated Test Administration Times**

None of Minnesota’s statewide assessments are timed. Students may take as much time as they need. Students who take either the MCA or MTAS spend around two hours per subject. State law limits the total amount of time per year that students may spend taking school- and district-wide assessments to no more than 10 hours for grades 1 through 6, or 11 hours for grades 7 through 12. The reading test is estimated to take 1.5-2 hours to complete. The math test is estimated to take 1.5-2 hours to complete. The science MCA is estimated to take 1 to 1.5 hours to complete.

### **Student Participation in Statewide Assessments**

Statewide assessment results are used to evaluate how districts and the state are teaching the applicable standards, so each student’s assessment results play an important role when deciding where resources are most needed. They are also crucial in determining whether changes to instruction, efforts toward equity, and emphasis on inclusion are making a difference for students. The data gathered from assessment results inform each district, and they show clear trends over time.

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below. When completed, it must be returned to your student’s district; your student’s district may require additional information

[2026-2027 Statewide Assessments: Parent/Guardian Participation Guide and Refusal Form](#)

### **Preparing for Assessment Day**

Parents/guardians and families can help their students prepare for the statewide assessments by making sure they understand why they are taking the assessments. Using positive language about the assessments, practicing stress-reducing strategies and having a healthy meal before testing can also help each student do their best.

### **Schedule**

Each Minnesota school district decides when their students will take the statewide assessments within a testing window set by the state.

Each district is required to post a school calendar that includes information about all statewide, district-wide, and school-wide assessments to be given each school year, including why each assessment is given and whether it is required by state or federal law. Parents/guardians and families are encouraged to contact their schools for more information about school- or district-wide assessments. The testing schedule can be found on the school website on the “Testing” page.

### **Administration and Security**

For teachers, families, students, and others wishing to report assessment administration concerns to MDE, please view the different types of assessment administration concerns using the following links:

Test Security: Maintaining the integrity of assessments and assessment items is very important to MDE. Improper or unethical behavior by students or educators undermines the validity of assessment scores. Please report suspected incidents such as cheating, improper assistance, and/or the sharing or copying of assessment content by using the [Minnesota Statewide Test Security Tip Line](#).

Testing Disruptions: Minnesota state law requires MDE to provide a way for the public to review and report online testing disruptions that have occurred, such as a technical issue that impacted testing. Note that these reports are intended to provide awareness to MDE about disruptions. They should NOT be used to seek assistance for resolving issues; instead, districts and schools must contact the appropriate service provider directly when seeking assistance with technical issues impacting testing. Use the [Testing Disruption Tracking System](#) to view or report testing disruptions.

## **Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual’s use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

## Transportation

### Bicycles

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are parked in the racks.

### Bus

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules.

- I. Only students and staff assigned to a school bus by the school authority may be transported.
- II. If your child wishes to ride on another bus to get off at a friend's home, they must present a note to their respective Principal (or their designee) in advance for permission before getting on that bus.
- III. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
- IV. Conduct on School Buses and Consequences for Misbehavior Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

The consequences for school bus/bus stop misconduct will be imposed by 4.0 Bus Service, a Principal or school administrator, and/or the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

#### A. School Bus and Bus Stop Rules

The 4.0 Bus Service and the school district school bus safety rules are to be posted on every bus. The Bus Service's and school district's discipline procedures must be followed if these rules are broken. In most circumstances, the consequences are progressive and may include suspension of bus privileges. The school bus driver must report unacceptable behavior to the 4.0 Bus Service manager.

B. Rules at the Bus Stop

1. Get to your bus stop [at least] 3 minutes before your scheduled pickup time.  
The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. Do not fight, harass, intimidate, or engage in horseplay.
10. Do not use alcohol, tobacco, or drugs.
11. Follow all other School District policies.

C. Rules on the Bus

1. Immediately follow the directions the driver gives.
2. Sit in your seat, facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. Do not fight, harass, intimidate, or engage in horseplay.
7. Do not throw any objects.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Eating or drinking on the bus is left to the bus driver's discretion.
12. Follow all other School District policies.

D. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes, co-curricular events, and extracurricular events (field trips or competitions). Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. All decisions are made by 4.0 Bus Service in conjunction with the school district.

## Consequences for PreK-12 Students

|                  |  |
|------------------|--|
| 1st offense      | Warning & parent notification.   |
| 2nd offense      | Up to a 3 school-day suspension from riding the bus & parent notification.   |
| 3rd Offense      | Up to a 5 school-day suspension from riding the bus & parent notification.   |
| Further offenses | Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year. |

### 1. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

### 2. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law. Records may also be maintained in the transportation office.

### 3. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay for such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until paid.

### 4. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

#### 5. Criminal Conduct

In cases involving criminal conduct (for example: assault, weapons possession, or vandalism), the appropriate school district personal and local law enforcement officials will be informed.

#### Vehicles

All students driving to school must NOT park in the visitor parking. Students utilizing the school parking lot must park their vehicles parallel between the lines in the parking spaces. All drivers will observe a 10 MPH speed limit in the parking lot. Students needing to access vehicles during the school day must report to the office where they may be required to have a staff member escort them.

### **Transportation of Students Attending School-Sponsored Activities**

Minneota Public School provides transportation from the Minneota Public School to the sponsored activities, and back to the Minneota Public School for all students involved in school sponsored activities. The Ivanhoe school district will be responsible for transporting students to the Minneota Public School, and back to Ivanhoe for Minneota Public School sponsored activities. All students are to ride on the buses to and from school sponsored activities unless there is a specific and valid reason as to why they will be riding with their parents to or from the activity. If this is the case, the parent will submit in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation. This request will be reviewed by the high school principal, or designated school official, and coach or director who will decide whether or not to honor such request. Any changes or cancellations need to be reviewed by the proper personnel. Parents must talk to the coach and provide a written note when they (parents) are going to provide a ride home for the student.

A parent may request that their son or daughter rides home with an approved adult who is not a student in high school. If the student rides home with their parents or an approved adult who is not a high school student, the parent will submit the request to the athletic director in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation and who will be driving.

Failure to comply with this policy will result in the student not being permitted to participate in that scheduled activity for that day or the next scheduled competition.

**\*\*School administrators have the ability to exercise discretion regarding the above transportation policy.\*\***

## Visitors

In maintaining a non-threatening environment, student and adult visitors are not permitted at Minneota High School during regular school hours. Administrators, with twenty-four-hour notice, may grant exceptions to this policy and the visit must be for educational purposes. Visitors are permitted to park in designated school district visitor parking areas.

## Weapons

**For full policy, please refer to ISD #414 School Board Policy 501.**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

# Why Minnesota Public Schools Needs to Have an AI Plan

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## Guiding Purpose

Artificial Intelligence (AI) is rapidly transforming education, work, and daily life.

An AI Plan helps ensure Minnesota Public Schools uses these tools safely, ethically, and effectively to support student success, staff efficiency, and district operations.

## 1. Supporting Student Learning

- Personalized instruction to meet individual needs and close achievement gaps
- Tutoring, translation, and accessibility tools to support diverse learners
- Timely feedback and assessments that enhance student growth

## 2. Empowering Teachers & Staff

- Reduce workload by automating routine tasks (grading, scheduling, communications)
- Professional growth through data that identifies support needs and training opportunities
- Consistency & clarity in how AI can and cannot be used in classrooms

## 3. Improving Operations & Decision-Making

- Data-driven insights for enrollment, attendance, budget, and program planning
- Facilities management with predictive analytics (bus routes, energy use, maintenance)
- Administrative efficiency that frees staff to focus on students

## 4. Protecting Safety, Security, and Ethics

- Cybersecurity protections for sensitive student and staff data
- Bias awareness & equity safeguards so AI benefits all students
- Clear expectations & transparency for responsible use

## 5. Preparing Students for the Future

- Career & college readiness by developing AI literacy skills
- Real-world connections to the tools already shaping higher education and the workforce
- Community trust by showing proactive, thoughtful leadership

## An AI Plan is not about replacing people with machines.

It's about supporting teachers, empowering students, and ensuring our district leads with responsibility and innovation.

# MINNEOTA PUBLIC SCHOOLS



## AI Guidance Plan

### 2026–2027 School Year



### AI Task Force Members

|   |  |
|---|--|
| Emily Coequyt, School Board Member      | David Moriarty, Business Ed./Tech. Teacher |
| Julie Mead, School Board Member         | Nicolle Johnston, Elementary Principal     |
| Abby Thostenson, School Board Member    | Lindsey Larson, Secondary Principal        |
| Kaley Buysse, 6th Grade Teacher         | Devann Shultz, Technology Director         |
| Bryce Jeppesen, 7th-12th Social Studies | Scott Monson, Superintendent               |
| Jared Josephson, 4th Grade Teacher      | Tish Kalla, Special Education Director     |

*Honor • Respect • High Expectations*



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## Vision

Minneota Public Schools, in partnership with our community, is committed to the responsible, ethical, and purposeful use of artificial intelligence to support teaching, learning, and productivity, while ensuring human judgment, relationships, and decision-making remain at the center. Guided by our core values, we strive to foster a safe, inclusive, and innovative learning environment where educators and learners are empowered to explore emerging technologies thoughtfully. Through clear guidelines, ongoing support, and a culture of openness and curiosity, Minneota Public Schools aims to prepare students and staff to succeed in an evolving digital world, while upholding honor, respect, and high expectations.

## Minneota's AI Task Force

Minneota Public Schools' AI Task Force is composed of licensed staff, administrators, and school board members. The Task Force provides guidance on the district's responsible use of artificial intelligence by reviewing tools, developing and recommending procedures, and providing recommendations aligned with district policies and expectations. Its work supports the appropriate and ethical use of AI in instruction, school management, communications, and operations.

|   |  |
|---|--|
| Emily Coequyt, School Board Member      | David Moriarty, Business Ed/Tech Teacher |
| Julie Mead, School Board Member         | Nicolle Johnston, Elementary Principal   |
| Abby Thostenson, School Board Member    | Lindsey Larson, Secondary Principal      |
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## Guiding Principles

- 1. Human-Centered:** AI is a tool to support – not replace – human relationships, professional judgment, and student thinking. Decisions impacting students, staff, and families remain the responsibility of educators, administrators, and the school board – guided by expertise, care, and accountability.
- 2. Learning, Training, and Ethical Use:** To address both opportunity and risk, the district will intentionally build AI literacy among students and staff. This includes explicit instruction on how AI works, appropriate use, and limitations, as well as support for teachers in adapting classroom instruction when AI tools are accessible.
- 3. Academic Integrity:** We use AI to advance – not undermine – academic integrity. Honesty, trust, fairness, respect, and responsibility remain expectations for both students and educators. Staff and students are expected to be transparent in crediting sources and tools, including AI, and to present work that authentically reflects their own thinking and learning for evaluation and feedback.



4. **Continuous Review:** AI is evolving – and so will we. The district commits to ongoing learning and the regular auditing, monitoring, and evaluation of our use of AI. Recognizing the rapid pace of technological change, we will conduct frequent reviews and updates of AI tools, their impact, and our related policies, procedures, and practices to ensure alignment with district values, effectiveness, and compliance.
5. **Data Privacy and Student Safety:** Protecting student and staff data is non-negotiable. AI tools used by the district must comply with all data privacy laws, accessibility requirements, and district policies. AI tools will be vetted before use to ensure protection against harmful content, misuse, and unauthorized data sharing. Personally identifiable information will not be shared with consumer-based AI systems. Any unauthorized or inappropriate use of AI will be addressed through existing district policies and procedures.

## [U.S. DEPARTMENT OF LABOR'S AI LITERACY FRAMEWORK](#)

## Community/Family Communication

### **Belief Statement**

We believe AI should enhance – not replace – human intelligence. Our district is committed to “human-in-the-loop” education, where educators guide, supervise, and make final decisions. While AI can support learning, teacher expertise and student critical thinking remain at the center.

### **Purpose**

The District is committed to maintaining transparent, accurate, and ongoing communication with families and the community regarding the use of artificial intelligence (AI) in our schools. Our goal is to ensure all stakeholders understand:

- How AI is being used to support teaching, learning, and operations
- The safeguards in place to protect students
- How families can support responsible use at home

### **Ongoing Updates**

Because AI technology is evolving rapidly, the District will:

- Review guidance regularly
- Communicate updates as practices change
- Ensure families are informed of any significant changes in AI use

### **Resources for Parents**

- ✓ [PARENTS' ULTIMATE GUIDES | COMMON SENSE MEDIA](#)
- ✓ [ARTIFICIAL INTELLIGENCE IN EDUCATION | DIGITAL PROMISE](#)
- ✓ [AI ISN'T HUMAN. BUT IT CAN FEEL AS THOUGH IT IS |CONNECT SAFELY](#)



## Closing/Acknowledging the AI Digital Divide

We strive to ensure AI tools are accessible to all, with particular attention to reducing the digital divide for both students and staff. We are committed to reviewing AI technologies for potential bias, ethical implications, and any compliance gaps that may arise. AI is one of many instructional and operational tools used in our schools, and its implementation will align with all existing laws and policies related to student privacy, accessibility for individuals with disabilities, and protection from inappropriate or harmful content. Our goal is to ensure that every student has meaningful opportunities to engage with AI tools in ways that support learning, agency, and future readiness.

## AI Tool Vetting and Approval Process

All AI tools must be approved before use.

### Process (Summary)

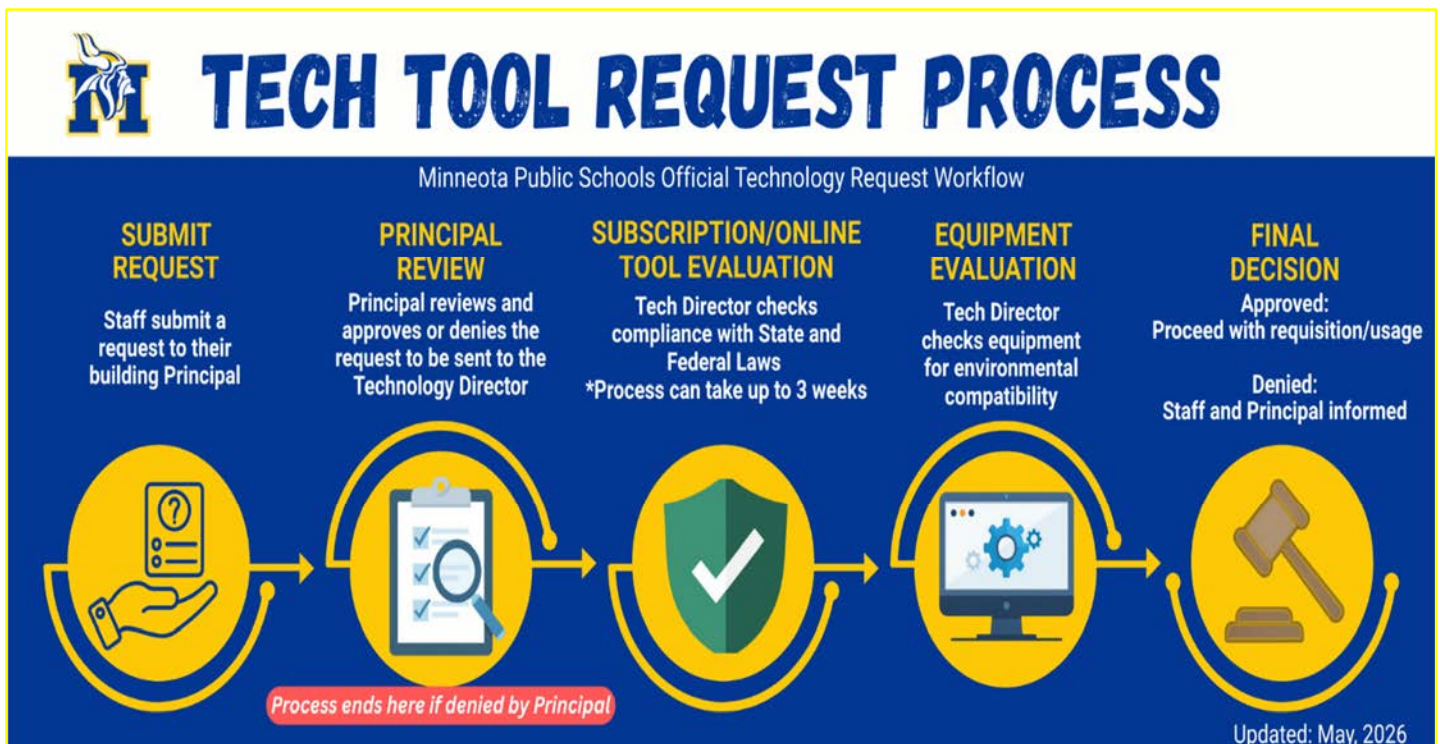
1. Staff submit requests to their Building Principal.
2. Approved requests move to the Technology Director for privacy, security, and compatibility review.
3. Staff are notified of the final decision before use.

### Expectation

Staff may not use AI tools with students or enter student data until approval is granted.

### Full Process

See the district's [TECHNOLOGY TOOL REQUEST WORKFLOW](#) for complete details.





### Classroom/Syllabus Guidelines

Minneota Public Schools recognizes that there are both potential benefits and potential risks as the use of AI continues to grow and expand. Teachers can use the chart below to add to their own classroom syllabus/guidelines.

| ✓ Benefits  | ⚠ Risks  | → Expectations   |
|---|--|--|
| ✓ Creation of instructional materials and differentiated learning opportunities                                   | ⚠ Academic dishonesty, including plagiarism                        | → Clearly communicate when AI use is allowed and design tasks that require original student thinking   |
| ✓ Development of assessments and timely, meaningful feedback  | ⚠ Potential to reinforce or introduce bias                         | → Review AI-generated content for fairness, accuracy, and appropriateness before use   |
| ✓ Support for tutoring and individualized learning  | ⚠ Risks to student data privacy and possible unauthorized data use | → Do not enter personally identifiable student information into unapproved AI tools  |
| ✓ Promotion of creativity, collaboration, and skill growth  | ⚠ Reduced student and teacher ownership and accountability         | → Use AI to support learning while maintaining clear responsibility for work and decisions   |
| ✓ Increased efficiency in administrative and operational tasks  | ⚠ Overreliance on technology and reduced critical thinking         | → Use AI as a support tool, not a replacement for professional judgment or problem-solving   |
| ✓ Supports creative projects, media production, and exploration of emerging digital tools when used appropriately | ⚠ Non-consensual image/voice/video generation                      | → AI-generated media must not depict real individuals without their knowledge and permission; misuse will be addressed under student conduct and harassment policies |



## Statement on AI Detection

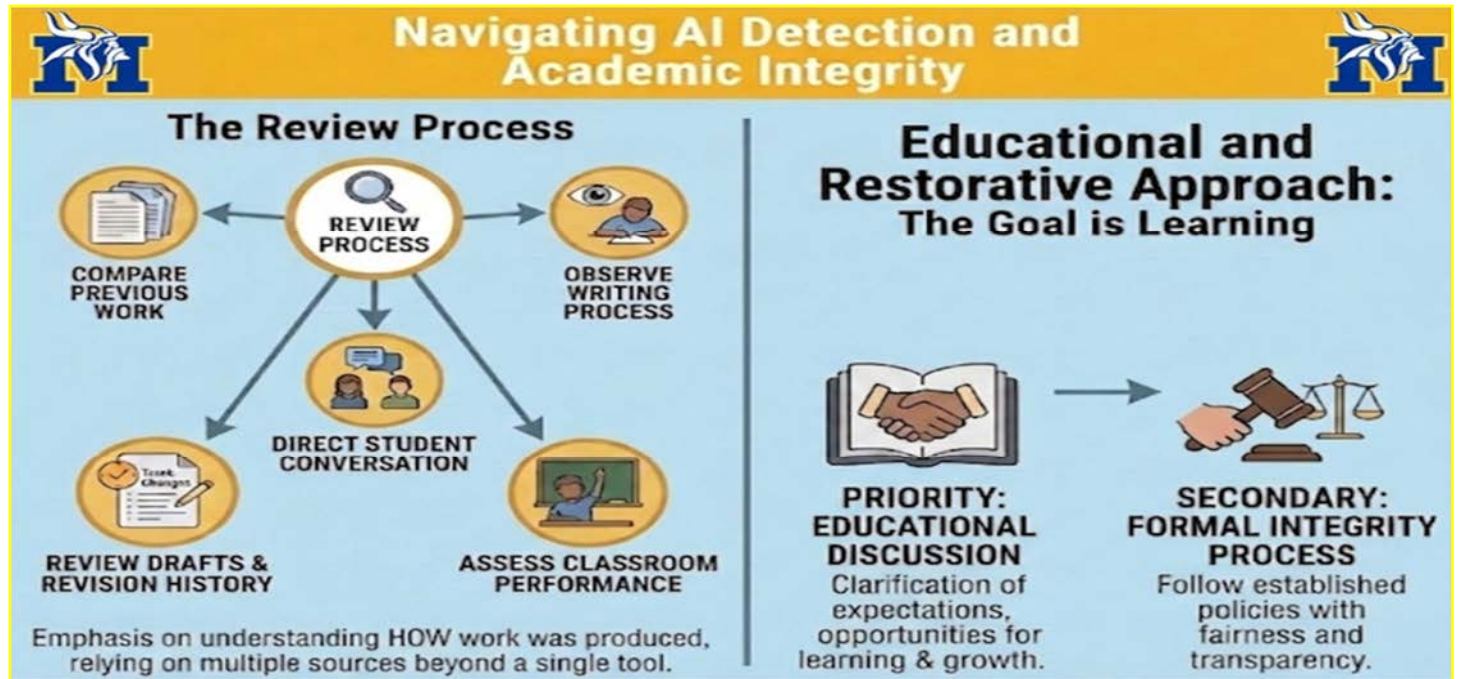
Artificial intelligence (AI) detection refers to the use of digital tools that claim to identify whether a piece of student work was generated or assisted by AI technologies. While such tools may offer indicators or probability estimates, they are not definitive measures of authorship and should not be considered conclusive evidence of academic misconduct.

Educators will determine whether AI may have been used by relying on a review of student work, which may include – but is not limited to – comparison with previous writing samples, observation of the student’s writing process, classroom performance, drafts and revision history, and direct conversations with the student about their work. Emphasis will be placed on understanding how the work was produced rather than relying on a single data point or tool.

AI detection tools and websites will not be used as the sole basis for determining whether a student has engaged in inappropriate use of AI. Research has shown that these tools can produce false positives, particularly for students who are multilingual, developing English proficiency, or using assistive technologies. As a result, automated detection tools may be used, if at all, only as one of many sources of information and not as proof of misconduct.

When questions arise regarding possible misuse of AI, educators will prioritize educational and restorative approaches, including discussion, clarification of expectations, and opportunities for learning. Any formal academic integrity process will follow established school or district policies and ensure fairness, transparency, and due process for students.

Schools will continue to monitor emerging research, guidance from educational institutions, and state or national recommendations related to AI detection technologies. Policies and practices related to AI detection may be updated as the reliability of tools, instructional practices, and educational standards evolves.





Use of an AI system must be disclosed and explained, including through appropriate citation. As part of the disclosure, students may choose to cite their use of an AI system using one of the following resources:

- MLA Style – Generative AI
- APA Style – ChatGPT
- Chicago Style - Generative AI

Students and teachers will continue to uphold the standards of the Academic Integrity Policy. Using AI to generate answers or complete assignments without proper citation or passing of AI-generated content as one's own is considered plagiarism.

When required by the teacher, students may be asked to include an AI disclosure statement with submitted work to explain if and how AI tools were used during the assignment process.

Students may copy/paste this AI Usage Declaration:

- ✓ For this assignment, I used AI at Level \_\_\_\_.
- ✓ The AI tools I used were: \_\_\_\_\_.
- ✓ AI supported my work by: \_\_\_\_\_.

## AI Incident Response Procedure

When it is suspected that a student has misused AI for any work assigned by a teacher the following procedure shall be followed.

- 1. Gather:** Teachers will gather evidence of proof for their suspicions of misusing AI. Pieces of evidence will be used to show concerns of academic dishonesty being used. Using comparison of previous writing samples, observation of writing process, classroom performance, drafts/version histories, and language use. Teachers will hold on to evidence for the following steps.
- 2. Share:** Teachers will meet with the student to discuss concerns over the possible misuse of AI, sharing the evidence with student(s). Focusing on having a conversation about where this information came from and how it was produced. This will uphold our belief in educational and restorative practice to help avoid these issues in the future by educating the student on how it should be used in class using previous expectations shared with the class. Reviewing proper and improper use and why it is suspected. Students will share their records of version histories to show originality of work. This information will be shared with the appropriate administrator/principal.
- 3. Communicate:** After the meeting with the student teachers will focus on communication. Sharing their concern(s) with the student's parents/guardians and share details of the conversation you had with the student. Using the evidence gathered and concerns shared with the student. All communication will be shared with the appropriate administrator/principal.
- 4. Determination:** If it is determined that the student did violate Policy 506. Students will have the consequences outlined in the policy for Academic Dishonesty, which will be determined using the Minneota AI usage guidelines.



### Increasing AI Literacy Statement or Plan

The district is committed to ensuring all teachers and students understand the importance of **safe, ethical, and effective** use of artificial intelligence (AI). We recognize that responsible use of AI tools offers meaningful benefits for teaching, learning, creativity, accessibility, and productivity, while also introducing concerns that can impact the learning environment.

Responsible use means using AI in ways that follow district policies, protect student privacy, support learning, and reflect honesty and good judgment. To support this, the district will provide ongoing AI literacy learning opportunities for staff and students that emphasize:

- **Safe use:** protecting student privacy, safeguarding sensitive information, and using approved tools appropriately.
- **Ethical use:** transparency, academic integrity, bias awareness, and responsible decision-making.
- **Effective use:** understanding AI strengths and limitations, verifying information, and using AI to support—rather than replace—thinking and learning.

The milestone breakdown for Elementary, Middle, and High School can be found in section 4.3

### AI in Assessment

Teachers at Minneota may take different approaches to AI when it comes to assessments, depending on the course, grade level, and learning goals. The examples below show common ways AI expectations may be set for assignments and graded work.

| AI Not Used for This Assessment  | AI Used Only When Allowed   | AI May Be Used to Support Learning  |
|--|---|---|
| For some assessments, your teacher may require all work to be completed without AI tools. This may include tests, essays, or other assignments where your independent thinking and skills are being evaluated. Using AI in these cases would not be allowed. | In many classes, AI use will depend on the specific assessment. Your teacher will clearly explain when AI tools are allowed. If you use AI, you may be asked to explain how you used it and identify which parts of your work were supported by AI. | In some assessments, teachers may allow or encourage AI use as part of the learning process (for example, brainstorming, revising, or checking understanding). Even when AI is allowed, you are responsible for making sure your work is accurate and meets the expectations of the assignment. |

Students may copy/paste this AI Usage Declaration:

- ✓ For this assignment, I used AI at Level \_\_\_\_.
- ✓ The AI tools I used were: \_\_\_\_\_.
- ✓ AI supported my work by: \_\_\_\_\_.

To help make expectations clear, Minneota Public Schools plans to use the [STUDENT AI USE SCALE \(CELT\)](#) to show how AI may be used on assignments and assessments.



# STUDENT AI USE SCALE

This tool is intended to help instructors and students communicate about expectations around the use of generative AI for courses and specific assignments. For more information see full write-ups for each level and example uses chart on [celt.uky.edu](http://celt.uky.edu).

| Level | Student as            | Description of Student's Role   | GAI's role                 |
|-------|-----------------------|---|----------------------------|
| 0     | SOLE AUTHOR           | Students complete all planning, thinking, outlining, drafting, research, analysis, creation, and revision independently of GAI.   | None                       |
| 1     | PRIMARY CREATOR       | Students generate all core ideas, prose, and the overall structure and content of the work and may use GAI for specific, limited tasks like organization or proofreading. | Reviewer or limited editor |
| 2     | CONCEPTUAL ARCHITECT  | Students drive all ideas and development of the process but can use GAI for brainstorming and elaboration.  | Thought partner            |
| 3     | CRITICAL COLLABORATOR | Students actively collaborate with GAI throughout the process, using it for partial drafting and content generation while maintaining critical oversight.                 | Co-creator                 |
| 4     | PROJECT MANAGER       | Students leverage AI extensively for complex problem-solving, synthesis, and innovation. This level requires advanced AI literacies and critical analysis skills.         | Engine for creation        |

Center for the Enhancement of Learning & Teaching

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# WHEN CAN I USE GEN AI?

Center for the Enhancement of Learning & Teaching

Use the chart below as a general reference. But keep in mind that regardless of the level assigned, you should follow instructor guidelines for exactly what is allowable on any assignment. Any time you use AI, you are ultimately responsible for the accuracy of the information and for acknowledging use.

| Assigned Level of Student AI Use                  | 0<br>SOLE AUTHOR | 1<br>PRIMARY CREATOR | 2<br>CONCEPTUAL ARCHITECT* | 3<br>CRITICAL COLLABORATOR* | 4<br>PROJECT MANAGER* |
|---|------------------|----------------------|----------------------------|-----------------------------|-----------------------|
| Basic Info/Definitions                            |                  | ✓                    | ✓                          | ✓                           | ✓                     |
| Proofreading/Feedback                             |                  | ✓                    | ✓                          | ✓                           | ✓                     |
| Outlining/Organization                            |                  | ✓                    | ✓                          | ✓                           | ✓                     |
| Brainstorming                                     |                  |                      | ✓                          | ✓                           | ✓                     |
| Troubleshooting                                   |                  |                      | ✓                          | ✓                           | ✓                     |
| Synthesis/Reading                                 |                  |                      |                            | ✓                           | ✓                     |
| Drafting/Creating Segments                        |                  |                      |                            | ✓                           | ✓                     |
| Creating Full Drafts                              |                  |                      |                            |                             | ✓                     |
| Typical stage of AI use in the Assignment Process | None             | End of the process   | Initial stages/polishing   | Throughout                  | Throughout            |

\*Higher levels work best when students have strong existing GAI literacies.

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## Learning About AI Across Grade Levels

| Pillar             | Elementary (K-4)           | Middle (5-8)                 | High (9-12)                              |
|--------------------|----------------------------|------------------------------|--|
| Understanding AI   | Not a real person          | Pattern-based tool           | Probabilistic model with ethical         |
| Academic Integrity | Use with guidance          | Disclose & revise            | Cite, justify, and critically integrate  |
| Verification       | Ask an adult               | Cross-check sources          | Verify citations & detect hallucinations |
| Social Awareness   | Talk to real people        | Recognize validation loop    | Set emotional boundaries                 |
| Privacy            | Do not share personal info | Understand digital footprint | Evaluate data storage & policy risks     |

## AI Companions Awareness and Acknowledgement: The Social-Emotional Risks of AI

### [PARENTS' ULTIMATE GUIDES | COMMON SENSE MEDIA](#)

As artificial intelligence technologies – particularly large language model (LLM) based companions – become more integrated into daily life and educational settings, we affirm our commitment to transparency regarding both their capabilities and their limitations. AI companions can be useful tools for brainstorming, tutoring, language practice, and structured dialogue. However, they are not human beings, and they must not be mistaken for emotional substitutes or authentic relationships.

### 1. The Nature of the Connection

AI companions are powered by large language models that generate responses based on patterns in data.

- **Simulated Empathy:** AI does not possess feelings, consciousness, lived experience, or moral agency. Its “empathy” is a calculated simulation derived from language patterns – not genuine emotional understanding.
- **Asymmetric Relationship:** Because AI systems are designed to be perpetually available, polite, and agreeable, the interaction lacks the natural boundaries, reciprocity, and occasional conflict that define healthy human relationships.
- AI interaction is therefore inherently one-sided: it centers the user’s needs without requiring mutual care, compromise, or accountability.



## 2. Identified Social–Emotional Risks

We acknowledge that prolonged or unbalanced use of AI companions may create psychological and social risks, including:

- **Emotional Over-Dependence:** Users may begin to prefer AI interaction over human contact, potentially contributing to social withdrawal or increased loneliness over time.
- **The “Echo Chamber” Effect:** AI systems are often optimized to validate and support users. Without exposure to diverse viewpoints or constructive disagreement, users may experience reinforced biases or unrealistic expectations of relationships.
- **Digital Grief and Loss:** Strong emotional attachments may form. However, AI systems are subject to updates, policy changes, technical failures, or discontinuation, which may alter or remove the experience, leading to distress or feelings of loss.
- **Social Displacement (Educational Context):** Excessive interaction with a “perfectly agreeable” system may reduce patience for the complexities of peer relationships and collaborative learning.
- **Over-Reliance:** Students or users may adopt AI as a primary coping mechanism for stress or loneliness, bypassing human counselors, educators, or support systems.
- **Privacy and Vulnerability:** AI systems encourage conversational openness, but data shared may be stored on external servers and does not carry the same confidentiality protections as licensed professional relationships.

## 3. Mental Health and Crisis Boundaries

AI companions are **not licensed therapists, crisis counselors, or medical professionals.**

- They must not be used as a substitute for professional mental health care.
- In moments of acute emotional distress, AI systems may provide general guidance or scripted resources, but they cannot diagnose, intervene in emergencies, or ensure user safety.
- In cases of self-harm risk, severe depression, or crisis, users should seek immediate assistance from qualified professionals or emergency services.

## 4. Educational and Developmental Responsibility

In classroom and youth settings, it is essential to explicitly teach the distinction between simulation and sentience:

- **Non-Sentience:** AI does not think, feel, or form intentions.
- **The Politeness Trap:** Consistent agreeableness may be mistaken for friendship, potentially creating a validation loop that limits critical thinking and intellectual growth.

Human relationships – whether with peers, teachers, or mentors – are characterized by shared growth, authentic care, constructive disagreement, and mutual accountability. AI cannot replicate these developmental dynamics.

## Building Capacity (Definitions)

Minneota Public Schools acknowledges and respects individuals’ choices to use AI as a tool for learning and productivity. We encourage all members of our school community to engage in the responsible, ethical, and purposeful use of AI in both instructional and professional settings by adhering to the guidelines outlined throughout this document.



## What is Generative AI?

AI systems that can create new content such as text, images, audio, video, and more by learning patterns from training data. Should we include something about how these systems can create content, but they do not understand it in a human sense?

## What is AI Literacy?

The technical knowledge, durable skills, and future-ready attitudes required to thrive in a world influenced by AI. It enables learners to engage, create with, manage, and design AI while critically evaluating its benefits, risks, and ethical implications.

Source: [AILIT FRAMEWORK](#)

## Continuous Improvement & Procedures Review

This guidance follows a **Plan → Do → Check → Act** cycle to keep AI use responsible, effective, and aligned with our district values: **Honor, Respect, and High Expectations.**

### 1. Plan: Clear Expectations for AI Use

#### Human–AI–Human Workflow

AI use should:

- Begin with a human goal or question
- Use AI as a support tool
- End with human review and decision-making

Human judgment is always the final step.

#### Instructional Alignment

AI should support—not replace—strong teaching practices, including:

- Culturally responsive teaching
- Personalized learning

#### Staff Capacity

AI should be used in ways that:

- Reduce unnecessary workload
- Allow more time for student support and relationships

### 2. Do: Implementation & Staff Training

Staff will receive support in these key areas:

#### Effective Classroom Use

- Writing clear prompts
- Creating differentiated materials
- Supporting student learning needs
- Developing assessments

#### Approved Tools & Compliance

- Recognizing when student data can and cannot be used
- Understanding how to check AI tools in LearnPlatform



- Knowing the difference between:
  - *Approved for Staff Use* (no student interaction/data)
  - *Approved for Student Use* (meets privacy and age requirements)

### **Ethical Use**

- Reviewing AI-generated content for accuracy and completeness
- Identifying and addressing potential bias
- Adjusting materials to ensure inclusivity and cultural relevance
- Using AI to support instruction while maintaining professional judgment

### **3. Check: Ongoing Monitoring & Fair Practice**

AI use will be monitored using existing classroom practices.

#### **Student Disclosure**

- Students should briefly disclose how AI was used on major assignments

#### **Fair Review Process**

- AI detection tools are **not definitive evidence**
- Students will have the opportunity to explain their work before decisions are made

#### **Evidence of Learning**

Students may demonstrate their thinking through:

- Version history (e.g., Google Docs)
- Teacher-student conversations about their process

### **4. Act: Annual Review & Updates**

#### **Annual Review**

- The AI Taskforce will review guidance, practices, tools, and feedback each year

#### **Student Skill Progression**

- Ensure students build AI skills gradually and appropriately

#### **Stakeholder Feedback**

- Gather input from staff, students, and families through surveys or forums

## **Closing Affirmation**

AI is a mirror, not a window. It reflects patterns in data; it does not offer access to a living mind or a reciprocal relationship. While AI companions can provide structured support and responsive dialogue, real and authentic emotional growth, resilience, and belonging arise from human connection.

## **Glossary of Terms**

To learn more about artificial intelligence and reference language found in our AI Guidelines, click on the Glossary of Terms document below.

[GLOSSARY OF TERMS](#)



## Minnesota Laws

- [MINNESOTA GOVERNMENT DATA PRACTICES ACT](#): data privacy, transparency, access to data
- [MINNESOTA STUDENT DATA PRIVACY ACT](#): data privacy, transparency, access to data
- [MINNESOTA SAFE AND SUPPORTIVE SCHOOLS ACT](#): prevent cyber bullying, creating a safe environment, training, and awareness
- [MINNESOTA AI DEEP FAKE ACT](#): preventing harmful content, education, and awareness

## About This Guidance and Version History

Latest version was updated and finalized on Wednesday, May 20, 2026 at 9:50 AM.

*This is the Local Literacy Plan submitted to the Minnesota Department of Education (MDE) by Minneota Public School District (0414-01). This plan is a requirement of the Minnesota READ Act, Minn. Stat. 120B.12 (2024). The Local Literacy Plan must be updated annually and submitted to MDE by June 15th. The plan must also be posted to the district or charter school's official website.*

# 2026-2027 Literacy Plan

Minneota Public Schools

ISD #414

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## Minnesota READ Act Goal

The goal of the READ Act is to have every Minnesota child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals in order to meet grade level proficiency. Minn. Stat. 120B.12 (2024).

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4. Screening Summary Student Counts Grades K-3
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6. Screening Summary Student Counts Grades 4-12
7. Data-Based Decision Making for Action
8. Parent Notification and Involvement
9. Tier 1 (Core) Curricular Resources
10. Literacy Intervention Resources
11. Literacy Aid Funds
12. Professional Development Plan
13. Professional Development Educator Count
14. Multi-tiered System of Supports (MTSS)
15. Dual Language Immersion Programs

## 1. READ ACT GOALS

### District or Charter School Literacy Goals

Minneota Public School District (0414-01)'s literacy goal(s) for the 2025-26 school year:

*By June 30, 2026, 100% of phase one educators in our school district will be certified in an approved Minnesota Department of Education reading training [LETRS], as evidenced by completion certificates or documentation, ensuring that all educators are equipped with the necessary skills to effectively teach reading to students.*

The following was implemented or changed to make progress towards the goal(s):

*We implemented meetings and check-in dates to progress-monitor who was on track and to determine if anyone needed support.*

The following describes how Minneota Public School District (0414-01)'s current student performance differs from the literacy goal detailed in the READ Act:

*Current student literacy performance shows both growth and persistent gaps relative to the literacy goals outlined in Minnesota's READ Act. While many students are making progress in foundational reading skills and overall proficiency rates are improving, not all students are yet meeting grade-level literacy benchmarks or demonstrating consistent proficiency in reading achievement. District screening data indicate that a significant percentage of students are meeting benchmark expectations; however, gaps remain among student groups, particularly students receiving special education services and students identified as at risk in reading. Although the district has seen improvement in proficiency rates and reductions in achievement gaps, some students continue to require targeted intervention in foundational reading skills, fluency, vocabulary, language comprehension, and reading comprehension.*

Minneota Public School District (0414-01)'s literacy goal(s) for the 2026-27 school year:

*By the spring of 2027, the percentage of Grade 3 students meeting or exceeding benchmark on the FastBridge aReading assessment will increase through consistent implementation of evidence-based literacy instruction aligned to the Minnesota READ Act. Specifically, the percentage of Grade 3 students meeting benchmark on the FastBridge aReading assessment will increase from 77.8% in Spring 2026 to at least 80% by the Spring 2027 screening window. Additionally, the percentage of Grade 3 students identified as high risk on the FastBridge aReading assessment will decrease by at least 5 percentage points from the Fall 2026 to Spring 2027 screening windows. Grade 3 was selected as the district literacy focus because proficiency by the end of third grade is a critical milestone in students' transition from learning to read to reading to learn.*

The Local Literacy Lead, Nicolle Johnston, for Minneota Public School District (0414-01) has an FTE of 1.00.

The Local Literacy Lead engages with the District and School Leadership Teams in the following manner:

*As District Literacy Lead, I work closely with both the Admin Leadership Team and School Leadership Teams to ensure literacy remains a shared, system-wide priority aligned to the READ Act, Minnesota academic standards, and district improvement goals. Collaboration occurs through ongoing data review, professional learning, curriculum planning, and implementation support across grade levels and departments. At the district level, I partner with administration, intervention staff, special education staff, and teacher leaders to analyze*

*screening and progress-monitoring data, identify trends, and determine instructional priorities. This includes reviewing FastBridge, Capti, MCA, and other literacy data to guide decisions related to intervention systems, professional development, curriculum alignment, and resource allocation. I also support district-wide planning connected to evidence-based literacy practices, dyslexia identification, MTSS systems, and implementation of the READ Act requirements. At the school leadership level, I facilitate and participate in PLCs, data meetings, and instructional leadership discussions focused on strengthening Tier 1 literacy instruction and intervention supports. I work alongside grade-level teams to examine student performance, identify instructional needs, and align practices vertically across PreK-6. Current work includes strengthening foundational reading instruction, vocabulary development, background knowledge building, morphology instruction, and comprehension practices connected to SOR. I also support leadership teams through professional development planning and staff learning opportunities, including LETRS, Functional Morphology.*

The Local Literacy Lead has an active state license from the allowable licenses list on MDE's Website: MDE Read Act Literacy Lead License List

Yes

The District Literacy Lead has completed an MDE approved READ Act Professional Development Program from the list below:

Yes

- CAREIALL (Advancing Language and Literacy - Center for Applied Research and Educational Improvement)
- OL&LA (Online Language and Literacy Academy)
- LETRS (Language Essentials for Teachers of Reading and Spelling)
- CAREIAll Secondary
- Neuhaus Structured Literacy Modules
- OL&LA Secondary
- STRIVE Science of Reading Grades 4-12

Minnesota Public School District (0414-01) Local Literacy Plan is posted on the district website at <https://www.minneotaschools.org/our-district/district-overview/district-literacy-plan>

## **2. SCREENING TOOLS K-3**

The Minnesota READ Act requires that all students in grades K-3 are universally screened for mastery of foundational reading skills and characteristics of dyslexia in Fall, Winter and Spring using an MDE approved screening tool.

Minnesota Public School District (0414-01) has administered an MDE approved K-3 READ Act screening tool

Yes

The table below details the screening tool used by Minnesota Public School District (0414-01) and the criteria used to determine if students are reading at benchmark. It also includes any additional screening tools utilized.

**Screening Tools Used for Grades K-3:**

| Screening Tool  | Grades Implemented | Criteria Used to Determine Benchmark      | Additional Screeners |
|---|--------------------|---|----------------------|
| FastBridge: earlyReading (Grades K-1) and CBMReading (Grades 1-3) | Kindergarten       | Vendor Composites using vendor benchmarks | None                 |
|   | Grade 1            |   |                      |
|   | Grade 2            |   |                      |
|   | Grade 3            |   |                      |

The district or charter school conducted oral language screening in the 2025-26 school year?  
*No*

**Continuous Improvement for Screening Tools Used in Grades K-3**

Minneota Public School District (0414-01) will be utilizing the following screening tool(s) in 2026-27:

*FastBridge: earlyReading (Grades K-1) and CBMReading (Grades 1-3)*

Minneota Public School District (0414-01) will make the following changes to screening tools or criteria in grades K-3 in the 2026-27 school year:

*Our district will add the oral language and screen all K-1 students 3x a year (Fall, Winter, Spring). All students in Grade 2 will be administered the Oral Repetition subtest in the Fall and continue to be screened until they meet the End Of Year Grade 1 benchmark.*

**3. SCREENING TOOLS 4-12**

The Minnesota READ Act requires that all students in grades 4-12 who are not reading at grade level be screened for characteristics of dyslexia using an MDE approved screening tool.

The district or charter school administered the MDE approved grades 4-12 READ Act screening tool Capti ReadBasix in the 2025-26 school year.

*Yes*

Students in grades 4-12 not reading at grade level were identified through the following process:

*Two-step screening process: Step 1, A district determined tool was used to identified students not reading at grade level. Step 2, Capti ReadBasix was administered to identified students.*

The table below details the screening tool(s) used by Minneota Public School District (0414-01) to screen for characteristics of dyslexia and the criteria used to determine if students are demonstrating characteristics of dyslexia.

| Screening Tool      | Grades Implemented | Timing of Administration | Criteria/ Benchmark Used + Other Criteria Used Explain |
|---------------------|--------------------|--------------------------|--|
| Capti ReadBasix     | Grade 8            | 1 time per year          | N/A<br>CaptiReadBasix used as Step 1 & 2               |
|                     | Grade 9            |                          |  |
|                     | Grade 10           |                          |  |
|                     | Grade 11           |                          |  |
|                     | Grade 12           |                          |  |
|                     | Grade 7            |                          |  |
| FastBridge aReading | Grade 4            | 3 times per year         | N/A<br>CaptiReadBasix used as Step 1 & 2               |
|                     | Grade 5            |                          |  |
|                     | Grade 6            |                          |  |

For the 2025-26 school year, MDE required the following Capti ReadBasix subtests be administered to students in grades 4-12 who were not reading at grade level:

- *Word Recognition and Decoding*
- *Vocabulary*
- *Morphology*
- *Reading Efficiency*

The following subtests were recommended in the 2025-26 school year and will be required in 2026-27:

- *Sentence Processing*
- *Reading Comprehension*

Minneota Public School District (0414-01) administers the following Capti ReadBasix subtests for the 2025-26 school year:

*Both required and recommended*

Capti ReadBasix was used for progress monitoring:

*No*

#### 4. SCREENING SUMMARY STUDENT COUNTS GRADE K-3

Universal screening for foundational reading skills for Minneota Public School District (0414-01) resulted in the following number of students screened and scoring at or above benchmark at each screening time point:

| Grade        | Number of Students Universally Screened: Fall | Number of Students at or Above Benchmark: Fall | Number of Students Universally Screened: Winter | Number of Students at or Above Benchmark: Winter | Number of Students Universally Screened: Spring | Number of Students at or Above Benchmark: Spring |
|--------------|---|--|---|--|---|--|
| Kindergarten | 38  | 27   | 40  | 21   | 36  | 28   |
| 1st          | 31  | 13   | 31  | 16   | 32  | 17   |
| 2nd          | 45  | 33   | 45  | 36   | 45  | 35   |
| 3rd          | 33  | 22   | 34  | 26   | 32  | 27   |

NOTE: As a standard practice when reporting public data, the Minnesota Department of Education will not report results if fewer than 10 students participated. CTSTR = Counts too small to report

**5. DYSLEXIA SCREENING SUMMARY STUDENT COUNTS K-3**

The following section describes how Minneota Public School District (0414-01) engaged in screening for characteristics of dyslexia, and the number of students demonstrating characteristics of dyslexia. NOTE: demonstrating characteristics of dyslexia is not the same as a diagnosis of dyslexia.

Minneota Public School District (0414-01) uses the following criteria to identify students demonstrating characteristics of dyslexia:

*Vendor Composites using vendor benchmarks*

**Dyslexia Screening Summary Student Counts K-3**

| Grade        | Number of Students Screened for Dyslexia | Number of Students Demonstrating Characteristics of Dyslexia |
|--------------|--|--|
| Kindergarten | 36                                       | 10   |
| 1st          | 32                                       | 8  |
| 2nd          | 42                                       | 7  |
| 3rd          | 33                                       | 7  |

NOTE: As a standard practice when reporting public data, the Minnesota Department of Education will not report results if fewer than 10 students participated. CTSTR = Counts too small to report

Minneota Public School District (0414-01) used the following process to administer the Nonsense Words subtest to measure decoding skills in grades 2 and 3:

*Integrated: All students in Grades 2 and 3 were administered the Nonsense Word subtest*

**Continuous Improvement for Dyslexia Screening Summary Student Counts in Grade K-3**

Minneota Public School District (0414-01) will make the following changes to dyslexia screening in grades K-3 in the 2026-27 school year.

*Grades K-1 will be screened in oral language 3x a year and students in grade 2 will be screened in the fall until they meet the end of year grade 1 target.*

**6. DYSLEXIA SCREENING SUMMARY STUDENT COUNTS GRADES 4-12**

The following table displays the number of students in Minneota Public School District (0414-01) who were identified as not reading at grade level, were screened for characteristics of dyslexia, and are demonstrating characteristics of dyslexia. NOTE: demonstrating characteristics of dyslexia is not the same as a diagnosis of dyslexia.

| Grade | Total Number of Students in Grade Level | Number of Students Administered District Step 1 Tool<br>(If no Step 1 tool is used, enter zeros (0) in this column) | Number of Students Administered Capti ReadBasix | Number of Students Demonstrating Reading Difficulties (Reporting Optional in 2026) | Number of Students Demonstrating Characteristics of Dyslexia | Number of Students Identified as Not Reading at Grade Level Who Were Opted Out of Screening |
|-------|---|---|---|--|--|---|
| 4th   | 40                                      | 40  | 10  | 10   | 10   | 0   |
| 5th   | 33                                      | 33  | 9   | CTSTR  | CTSTR  | 0   |
| 6th   | 33                                      | 33  | 4   | CTSTR  | CTSTR  | 0   |
| 7th   | 48                                      | 48  | 10  | 10   | 10   | 0   |
| 8th   | 53                                      | 53  | 6   | CTSTR  | CTSTR  | 0   |
| 9th   | 50                                      | 49  | 4   | CTSTR  | CTSTR  | 1   |
| 10th  | 50                                      | 50  | 6   | CTSTR  | CTSTR  | 0   |
| 11th  | 51                                      | 50  | 4   | CTSTR  | CTSTR  | 1   |
| 12th  | 42                                      | 42  | 4   | CTSTR  | CTSTR  | 0   |

NOTE: As a standard practice when reporting public data, the Minnesota Department of Education will not report results if fewer than 10 students participated. CTSTR = Counts too small to report

**7. DATA-BASED DECISION MAKING FOR ACTION**

READ Act screening data should be the basis for data-based decision making to determine which students need more support in reading. This could include differentiation of core (Tier 1) instruction, supplemental (Tier 2) or intensive (Tier 3) instruction.

Minneota Public School District (0414-01) uses the following process and data to assure that evidence-based instruction and intervention matches a student's needs:

*The district utilizes a multi-tiered system of support (MTSS) framework to ensure evidence-based literacy instruction and intervention are matched to individual student needs. Multiple sources of data are reviewed throughout the school year to identify students needing additional support, monitor progress, and adjust instruction and interventions accordingly. Universal literacy screening is conducted three times per year using FastBridge assessments in grades K-6. Additionally, students in grades 4-12 who are identified as at-risk readers are screened 1x a year (Winter) with Capti. Screening measures include phonological awareness, phonics, decoding, fluency, and reading comprehension assessments appropriate to each grade level. Additional diagnostic information, classroom performance data, teacher observations, intervention data, and state assessment results are also reviewed to provide a*

*comprehensive understanding of student literacy needs. Students identified as at risk through screening data are reviewed collaboratively through PLC meetings, intervention team discussions, and student support meetings. Teams analyze student strengths and areas of need to determine appropriate instructional supports and interventions aligned to evidence-based literacy practices and the science of reading. Instruction and intervention decisions are based on specific student skill deficits.*

*The processes for monitoring fidelity and differentiating Tier 1 instruction include: The district utilizes ongoing collaboration, data analysis, walkthroughs, and professional learning to monitor the fidelity of Tier 1 literacy instruction. Tier 1 instruction is grounded in evidence-based literacy practices aligned to the science of reading and Minnesota READ Act expectations. Universal screening data from FastBridge is reviewed three times per year to evaluate the effectiveness of core literacy instruction across grade levels. Additional data sources, including classroom assessments, intervention progress-monitoring data, MCA results, student work samples, and teacher observations, are analyzed collaboratively during PLC meetings and data-review discussions. Teams use this information to identify trends, determine areas of instructional strength and need, and adjust Tier 1 instruction to improve student outcomes. The district monitors fidelity of Tier 1 instruction through: Classroom walkthroughs and instructional observations conducted by administration and instructional leaders PLC discussions focused on instructional practices, pacing, student engagement, and standards alignment Review of lesson planning, instructional routines, and intervention implementation Vertical alignment PLC conversations and collaboration Professional learning opportunities, including LETRS and collaborative PLC work, support staff understanding and implementation of structured literacy practices. Staff learning focuses on phonological awareness, phonics, fluency, vocabulary, morphology, oral language, background knowledge, and reading comprehension instruction. Vertical collaboration opportunities also help ensure consistency and alignment of instructional practices across grade levels. Differentiation practices may include: Small-group instruction targeting specific literacy skills Additional practice opportunities and scaffolded supports Explicit vocabulary and background knowledge instruction Decodable text practice aligned to student skill development Extension and enrichment opportunities for advanced learners Strategic use of modeling, guided practice, and gradual release Adjustments to pacing, instructional materials, and instructional delivery based on student need Students identified as needing additional support are discussed during intervention team meetings to determine whether instructional adjustments within Tier 1 are sufficient or if additional intervention support is needed. Progress-monitoring data is used to evaluate student response to instruction and guide instructional decision-making. The district recognizes that strong Tier 1 instruction is the foundation of student literacy success and continues to prioritize consistent implementation of evidence-based instructional practices, data-informed decision-making, and collaborative professional learning to improve outcomes for all students.*

*Criteria for entrance into supplemental (Tier 2) and/or intensive (Tier 3) targeted reading intervention include:*

*Multiple data sources are reviewed to ensure interventions are matched to individual student skill deficits and instructional needs. Decisions are made collaboratively through intervention team meetings and student support discussions. At the elementary level (PreK-6), entrance into Tier 2 and Tier 3 interventions is primarily determined through universal screening data collected three times per year using FastBridge assessments, including measures related to phonological awareness, phonics, decoding, fluency, vocabulary, and reading comprehension. Additional data sources may include classroom performance, curriculum-based assessments,*

teacher observations, intervention progress-monitoring data, MCA results, and diagnostic assessments. Criteria for Tier 2 (supplemental) intervention may include: Students scoring in the some-risk range on FastBridge literacy screeners Students demonstrating skill deficits in foundational literacy areas such as phonological awareness, decoding, fluency, vocabulary, or comprehension Students performing below grade-level expectations in classroom literacy tasks Students demonstrating insufficient progress within Tier 1 instruction Teacher or intervention team concerns supported by student performance data Tier 2 interventions are provided in addition to core instruction and typically occur in small groups with targeted, evidence-based instructional support aligned to identified skill deficits. Student progress is monitored regularly to evaluate response to intervention and determine next instructional steps. Criteria for Tier 3 (intensive) intervention may include: Students scoring in the high-risk range on FastBridge literacy screeners Students demonstrating significant and persistent reading difficulties despite Tier 1 and Tier 2 supports Limited responsiveness to previous interventions as evidenced through progress-monitoring data Significant deficits in foundational literacy skills impacting overall reading performance Team-based review of multiple data sources indicating the need for intensive intervention Tier 3 interventions are more intensive, individualized, and may involve increased instructional time, smaller group size, more frequent progress monitoring, and specialized instructional approaches aligned to student needs. At the secondary level (grades 7-12), the district utilizes screening and performance data to identify students needing additional literacy support, particularly students not meeting benchmark expectations on state assessments, classroom assessments, or coursework. Classroom performance, grades, teacher recommendations, and reading assessment data are reviewed to determine intervention needs.

Progress monitoring data collection for students in Tier 2 occurs:  
*Once every two weeks*

Progress monitoring data collection for students in Tier 3 occurs:  
*Once a week*

The kindergarten - 12th grade progress monitoring protocol that has been established to determine any necessary intensifications or modifications of supplemental (Tier 2) and/or intensive (Tier 3) targeted reading instruction include:

*At the elementary level (PreK-6), students receiving Tier 2 literacy intervention are typically progress monitored at least biweekly using FastBridge progress-monitoring tools and curriculum-based measures aligned to the targeted literacy skill deficit. Students receiving Tier 3 intervention are typically progress monitored weekly due to the increased intensity of support. Progress-monitoring measures may assess phonological awareness, decoding, fluency, word reading, vocabulary, and reading comprehension depending on student need. Progress-monitoring data is reviewed collaboratively by classroom teachers, interventionists, and administration during MTSS discussions, and intervention team meetings. Teams analyze student growth trends, rate of improvement, goal attainment, and instructional responsiveness to determine whether current interventions are effective. At the secondary level (grades 7-12), progress monitoring protocols continue through review of reading assessment data, coursework performance, classroom assessments, teacher observations, and progress toward individualized literacy goals.*

Criteria for exit from supplemental (Tier 2) and/or intensive (Tier3) targeted reading intervention include:

*Exit decisions are not based on a single assessment score. Teams review multiple data sources including FastBridge screening results, progress-monitoring data, classroom performance, intervention data, curriculum-based assessments, teacher observations, and overall student growth trends. Students exiting interventions continue to be monitored through universal screening and classroom performance data to ensure continued success within Tier 1 instruction.*

## 8. PARENT NOTIFICATION AND INVOLVEMENT

The READ Act legislation requires districts to notify the parents of each student in grade K-3 who are not reading at or above grade level.

Does Minneota Public School District (0414-01) notify parents or guardians when children are identified as not reading at grade level?

Yes

The table below indicates the frequency and method of parent notification for each grade level.

Parent Notification Frequency by Grade

| Grade        | Frequency of Notification | Method of Notification        |
|--------------|---------------------------|-------------------------------|
| Kindergarten | 2 times per year          | Parent teacher conferences    |
|              | 3 times per year          | Letter sent home with student |
| Grade 1      | 2 times per year          | Parent teacher conferences    |
|              | 3 times per year          | Letter sent home with student |
| Grade 2      | 2 times per year          | Parent teacher conferences    |
|              | 3 times per year          | Letter sent home with student |
| Grade 3      | 2 times per year          | Parent teacher conferences    |
|              | 3 times per year          | Letter sent home with student |
| Grade 4      | 2 times per year          | Parent teacher conferences    |
|              | 3 times per year          | Letter sent home with student |
| Grade 5      | 2 times per year          | Parent teacher conferences    |
|              | 3 times per year          | Letter sent home with student |
| Grade 6      | 2 times per year          | Parent teacher conferences    |
|              | 3 times per year          | Letter sent home with student |
| Grade 7      | 2 times per year          | Parent teacher conferences    |
| Grade 8      | 2 times per year          | Parent teacher conferences    |
| Grade 9      | 2 times per year          | Parent teacher conferences    |
| Grade 10     | 2 times per year          | Parent teacher conferences    |
| Grade 11     | 2 times per year          | Parent teacher conferences    |
| Grade 12     | 2 times per year          | Parent teacher conferences    |

READ Act requires the following information be included in parent notifications:

- Student's reading proficiency level as measured by the MDE approved screener
- Reading related services currently being provided to the student
- Strategies parents/families can use at home in helping their student succeed

Parent Notifications from the district or charter includes all required information?

Yes

Families or the community are engaged around literacy through the following:

- *More than one of the above*

### 9. TIER 1 (CORE) CURRICULAR RESOURCES

The Minnesota READ Act requires districts to use evidence-based curriculum materials that are designed to ensure students mastery of literacy skills at each grade level. In 2024 MDE partnered with the University of Minnesota Center for Applied Research and Educational Improvement (CAREI) to identify literacy curricula that are evidence-based and aligned to structured literacy. The findings of this review can be found on the MDE READ Act Curricula Resources-Tier I webpage.

The following table displays the Tier 1 (Core) Literacy Instruction and Curricula Resources utilized by Minneota Public School District (0414-01), how the recourse is used and the minutes of instructional delivery per day in grades K-5.

| Implemented Curricula  | Curricula Type     | Grades Implemented | Instructional Delivery Minutes Per Day |
|--|--------------------|--------------------|--|
| Functional Phonics+Morphology, K-5, 2023<br>(Highly Aligned) | Foundational       | Grade 3            | 30                                     |
|  |                    | Grade 4            |  |
|  |                    | Grade 5            |  |
| Other Curriculum - Guided Phonics and Beyond                 | Foundational       | Kindergarten       | 20                                     |
|  | Knowledge Building | Kindergarten       | 30                                     |
|  | Foundational       | Grade 1            | 20                                     |
|  | Knowledge Building | Grade 1            | 30                                     |
|  | Foundational       | Grade 2            | 20                                     |
|  | Knowledge Building | Grade 2            | 30                                     |
| Other Curriculum - Heggerty                                  | Foundational       | Kindergarten       | 15                                     |
|  | Foundational       | Grade 1            |  |
|  | Foundational       | Grade 2            |  |
| Other Curriculum - Teacher curated based on state standards  | Knowledge Building | Grade 3            | 60                                     |
|  | Knowledge Building | Grade 4            |  |

|   |                    |         |    |
|---|--------------------|---------|----|
|   | Knowledge Building | Grade 5 |    |
| UFLI Foundations, K-2, 2022<br>(Highly Aligned) | Supplemental       | Grade 1 | 15 |

The district used or will use the following process to select an evidence-based Tier 1 (Core) curricular resource:

*The district utilizes a literacy curriculum review rubric aligned to evidence-based literacy practices and READ Act expectations to evaluate potential instructional resources. Review criteria may include: Alignment to the science of reading and structured literacy practices Explicit and systematic instruction in phonological awareness, phonics, decoding, fluency, vocabulary, morphology, and comprehension Alignment to Minnesota academic standards and READ Act requirements Support for differentiated instruction and intervention Availability of assessment and progress-monitoring tools Opportunities for knowledge-building, oral language development, and writing integration Accessibility for diverse learners, including multilingual learners and students receiving special education services Vertical alignment across grade levels Teacher usability, instructional consistency, and implementation support The district recognizes that selection of an evidence-based Tier 1 curriculum is an ongoing process that includes regular review of instructional effectiveness, student achievement data, and evolving literacy research to ensure continuous improvement in literacy outcomes for all students.*

The selection and implementation timeline (e.g., selection, training, fidelity checks, standards alignment) include:

*Resources under consideration will be reviewed for alignment to: Minnesota K-12 English Language Arts standards Minnesota READ Act requirements Evidence-based literacy instruction and the science of reading Explicit instruction in phonological awareness, phonics, decoding, fluency, vocabulary, morphology, oral language, and comprehension Knowledge-building and writing integration across content area.*

## 10. LITERACY INTERVENTIONS RESOURCES

The Minnesota READ Act requires districts to use evidence-based intervention materials that are designed to support literacy instruction at each grade K-12. In 2025 MDE partnered with the University of Minnesota Center for Applied Research and Educational Improvement (CAREI) to identify literacy interventions that are evidence-based and aligned to structured literacy. The findings of this review can be found on the MDE Intervention Program Review webpage.

[Literacy Intervention Resources Grades K-12](#)

The following table displays the reading intervention resources utilized by Minneota Public School District (0414-01) in all grades K-12.

| Tier 2 & 3 Resources     | Resource Used for | Grades Implemented | Instructional Delivery Minutes |
|--------------------------|-------------------|--------------------|--------------------------------|
| Reading Corps            | Tier 2            | Kindergarten       | 30                             |
|                          |                   | Grade 1            |                                |
|                          |                   | Grade 2            |                                |
|                          |                   | Grade 3            |                                |
| UFLI                     | Tier 2            | Kindergarten       | 20                             |
|                          |                   | Grade 1            |                                |
|                          |                   | Grade 2            |                                |
| Other Resources: REWARDS | Tier 2            | Grade 4            | 20                             |
|                          |                   | Grade 5            |                                |
|                          |                   | Grade 6            |                                |

NOTE: Tier 2 and Tier 3 intervention resources do not have to be different.

## 11. LITERACY AID FUNDS

### Literacy Aid Funds

The following are details about annual Literacy Aid Funds.

Minneota Public School District (0414-01) received the following amount of Literacy Aid Funds in the 2025-26 school year:

**\$26,182**

Amount of Literacy Aid Funds spent in the 2025-26 school year:

**\$26,182**

### READ Act Literacy Aid

The following are details about the one-time READ Act Literacy Aid appropriations.

Minneota Public School District (0414-01) received the following amount of READ Act Literacy Aid in the 2024 school year:

**\$22,000**

At the completion of this Local Literacy Plan, the READ Act Literacy Aid reserve account had remaining balance of

**\$22,000**

The plan to spend down the remaining funds are as follows:

*The district has spent down the funds - so now there is only \$4,400 left.*

## Literacy Aid Fund Usage

The following table displays how literacy funds were used in the 2025-26 school year.

| Use of Literacy Funds   | Type of Funds Used    |
|---|-----------------------|
| Professional development on evidence-based literacy screenings and progress monitoring tools. | READ Act Literacy Aid |
| Stipends for teachers completing literacy professional development.                           | READ Act Literacy Aid |

## 12. PROFESSIONAL DEVELOPMENT PLAN

The Minnesota READ Act requires that districts provide teachers and instructional support staff with responsibility for teaching reading with training on evidence-based reading instruction as approved by MDE. The following section details the district or charter school's professional development plan.

Minneota Public School District (0414-01) is using the following approved Phase 1 professional development program(s):

- [LETRS](#)

Date of expected completion for Phase 1 Professional Development:

[06/30/2026](#)

Synchronous professional development sessions were facilitated by:

[Vendor Provided Facilitator](#)

Minneota Public School District (0414-01) is using the following approved Phase 2 professional development program(s):

- [STRIVE Science of Reading](#)

Date of expected completion of Phase 2 Professional Development:

[07/01/2027](#)

Synchronous professional development sessions were facilitated by:

[Vendor Provided Facilitator](#)

The following support is provided to teachers who do not complete the approved training at the vendor recommended 80% proficiency level:

[Teachers who do not meet the required proficiency level will receive additional support through a collaborative improvement process that may include: Opportunities to revisit and review training modules and instructional content Additional time to complete assessments or proficiency requirements when appropriate Access to coaching conversations and instructional support from district literacy leaders, administration, instructional coaches, or trained staff members Collaborative PLC discussions focused on literacy practices and implementation Peer collaboration and mentoring opportunities](#)

[The following fidelity data is collected to ensure that elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension:](#)

[Fidelity data is collected through: Classroom walkthroughs and formal/informal instructional observations conducted by administration and instructional leaders PLC discussions Teacher](#)

*reflection and instructional planning discussions Review of lesson plans, instructional routines, pacing guides, and curricular implementation Student literacy screening and progress-monitoring data Intervention implementation data*

Based on the results of the fidelity data, the following coaching support and feedback is implemented to ensure that all elementary teachers are able to implement explicit, systematic, evidence-based instruction in the following five areas of instruction: phonemic awareness, phonics, fluency, vocabulary, and comprehension:

*At the elementary level, coaching support often emphasizes foundational literacy instruction, structured literacy practices, intervention alignment, and progress-monitoring processes. At the secondary level, coaching may additionally focus on disciplinary literacy, vocabulary development, comprehension strategies, writing integration, and literacy support within content-area instruction. The district also utilizes collaborative PLC structures and vertical alignment discussions to support shared instructional practices, collective problem-solving, and consistency of implementation across classrooms and grade levels. Staff members are encouraged to reflect on instructional practices, analyze student data, and utilize coaching feedback to continuously strengthen literacy instruction.*

The following changes in instructional practices have impacted students:

*At the elementary level, the district has seen improvements in foundational literacy skills, including phonological awareness, decoding, word recognition, fluency, and reading proficiency. Universal screening and progress-monitoring data indicate growth in the percentage of students meeting benchmark expectations on FastBridge literacy assessments across multiple grade levels. The district has also observed reductions in the number of students identified as high risk in reading following implementation of more explicit and systematic literacy instruction and intervention supports.*

Minneota Public School District (0414-01) has implemented the following professional development and support for teachers around culturally responsive literacy practices:

*At the elementary level, teachers are supported in creating literacy environments that foster strong relationships, language development, and student engagement through inclusive read-alouds, vocabulary instruction, and knowledge-building opportunities. At the secondary level, support includes integration of diverse perspectives within content-area literacy, discussion-based learning, academic vocabulary instruction, and opportunities for critical thinking and analysis of varied texts.*

Minneota Public School District (0414-01) engaged with the Regional Literacy Network through the following:

- *Attended District Literacy Lead Community of Practice*
- *Attended Local Certified Facilitator Community of Practice*

The following additional literacy-focused professional development opportunities will be provided and may include alignment to the strands of the ELA Standards (reading, writing, and exchanging ideas):

*None identified at this time, but this is the works to be aligned in our PLCs for the 2026-2027 school year. We will continue to invest in literacy lead meetings, curriculum meetings, and data meetings with staff to look at gaps and how to close them.*

### 13. PROFESSIONAL DEVELOPMENT EDUCATOR COUNT

The following tables provide the number of educators in the district or charter school who have met the READ Act professional development requirements, the number who are currently in training and the number who still need training. This training is occurring in phases, the details for which can be found on the MDE READ Act Professional Development webpage.

#### Educator Count Phase 1

| Phase 1: Educator Role  | Total Number in District or Charter Organization | Educators who have completed Training | Educators with Training in Progress | Educators who need Training |
|---|--|---------------------------------------|-------------------------------------|-----------------------------|
| Fourth and fifth grade teachers (Sixth grade depending on the structure of your elementary school)  | 1  | 0                                     | 1                                   | 0                           |
| Instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher   | 11   | 11                                    | 0                                   | 0                           |
| Pre-K Classroom teachers Pre-K classroom teachers include Voluntary Prekindergarten/School Readiness Plus, Early Childhood Special Education (Part B/619) responsible for early literacy/reading instruction and School Readiness | 3  | 3                                     | 0                                   | 0                           |
| K-3 Classroom teachers  | 8  | 7                                     | 1                                   | 0                           |
| K-12 Teachers holding English as a second language licenses   | 1  | 1                                     | 0                                   | 0                           |
| K-12 Reading Intervention Teachers  | 1  | 1                                     | 0                                   | 0                           |
| K-12 Special Education educators responsible for foundational reading instruction   | 6  | 6                                     | 0                                   | 0                           |
| Pre-K through grade five Curriculum Directors   | 1  | 1                                     | 0                                   | 0                           |
| Employees who select literacy instructional materials for grades pre-K through grade five   | 1  | 1                                     | 0                                   | 0                           |

## Educator Count Phase 2

| Phase 2: Educator Role   | Total Number in District or Charter Organization | Educators who have completed Training | Educators with Training in Progress | Educators who need Training |
|--|--|---------------------------------------|-------------------------------------|-----------------------------|
| Teachers who provide foundational reading instruction to students in grades 4-12             | 2  | 2                                     | 0                                   | 0                           |
| Teachers who provide reading instruction to students in dual language immersion programs     | 0  | 0                                     | 0                                   | 0                           |
| Teachers who provide reading instruction to students in a state-approved alternative program | 0  | 0                                     | 0                                   | 0                           |
| Employees who select literacy instructional materials for grades 6-12                        | 1  | 1                                     | 0                                   | 0                           |
| Grades 6-12 Curriculum Directors   | 1  | 1                                     | 0                                   | 0                           |
| Grades 6-12 instructional support staff who provide reading support                          | 8  | 8                                     | 0                                   | 0                           |

Of the total number of required instructional support staff, contractors, and volunteers from the above charts, the number that have completed the Paraprofessional Structured Literacy Training (PSLT, 8-hours training).

19

The PSLT was provided by:  
[Regional Literacy Network](#)

## 14. MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Districts are strongly encouraged to adopt a Multi-tiered System of Supports (MTSS) framework. This framework should include a process for:

- monitoring student progress
- evaluating program fidelity, and
- analyzing student outcomes and needs

In order to design and implement ongoing evidence-based instruction and interventions. MDE has developed the Minnesota Multi-Tiered System of Supports (MnMTSS) Framework and encourages districts to adopt this framework when implementing MTSS.

Minneota Public School District (0414-01) is implementing a multi-tiered system of support framework:

Yes

The MnMTSS framework is being utilized:

Yes

Minneota Public School District (0414-01) has participated in MDE MnMTSS professional learning:

Yes

## **15. DUAL LANGUAGE IMMERSION PROGRAMS**

MDE defines Dual Language Immersion Programs (DLI) as follows: At the elementary level, students are taught for at least 50 percent of the day in a language other than English. At the secondary level, students take two or more classes in the non-English language.

Minneota Public School District (0414-01) does not include a DLI Program.

**RESOLUTION COMMITTING BENEFITS FOR SEPARATION/RETIREMENT  
MINNEOTA PUBLIC SCHOOL - #414**

This Resolution involves Minneota Public School and retired employees. This Resolution is effective as of July 1<sup>st</sup>, 2026.

Minneota Public School, ISD#414 hereby resolves to commit funds for Retirement Benefits not to exceed the calculations defined in GASB Nos. 16, 27, 45, 47 and 50.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Members voting in favor of the motion:

Members voting against the motion:

Motion (passed/failed) \_\_\_\_\_

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

\_\_\_\_\_  
Date



## Minneota Public Schools

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

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### **REQUEST FOR BIDS -- Bread & Dairy Products**

The Minneota Public School District #414 requests bids for Bread & Dairy products for the 2026-2027 school year. For more information on the bids, call Tara Skorczewski in the District Office at 507-872-6532.

Please send bids to:

Scott Monson  
Minneota Public Schools  
504 N. Monroe St., PO Box 98  
Minneota, MN 56264

Bids are due on or before July 16, 2026 by 3:00 p.m. in the Superintendent 's office.

### **REQUEST FOR BIDS -- Petroleum Products**

The Minneota Public School District #414 requests bids for Petroleum products for the 2026-2027 school year. For more information on the bids, call Tara Skorczewski in the District Office at 507-872-6532.

Please send bids to:

Scott Monson  
Minneota Public Schools  
504 N. Monroe St., PO Box 98  
Minneota, MN 56264

Bids are due on or before July 16, 2026 by 3:00 p.m. in the Superintendent 's office.



# Minneota Public Schools

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

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TO WHOM IT MAY CONCERN:

June 17, 2026

The Minneota Public School District No. 414 will accept bids for the following bakery products for the school year 2026-2027. Bids must be received no later than July 16, 2026 at 3:00 p.m. in the office of the Superintendent of Schools, 504 N. Monroe, Minneota, MN 56264. Bids to remain firm for 30 days. The school board reserves the right to accept or reject any or all bids. The School Board will meet on July 22, 2026 to review all bids.

Sincerely,  
Scott Monson  
Superintendent

\_\_\_\_\_ submits the following bids to the Independent School District No. 414, for the 2026-2027 school year.

### Bakery Products

|                               |                    |
|-------------------------------|--------------------|
| 1 ½ lbs. Whole Grain Bread    | \$ _____           |
| 4" Whole Grain Hamburger Buns | \$ _____ per dozen |
| Whole Grain Hot Dog Buns      | \$ _____ per dozen |
| Whole Grain French Bread      | \$ _____           |
| Whole Grain Foot Long Buns    | \$ _____ per dozen |
| Whole Grain Dinner Rolls      | \$ _____ per dozen |
| Whole Grain Hoagie/Steak Buns | \$ _____ per dozen |

Please indicate days and time of delivery \_\_\_\_\_.

Bid Submitted By:

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

\_\_\_\_\_  
Signature



# Minneota Public Schools

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

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TO WHOM IT MAY CONCERN:

June 17, 2026

The Minneota Public School District No. 414 will accept bids for the following dairy products for the school year 2026-2027. Bids must be received no later than July 16, 2026 at 3:00 p.m. in the office of the Superintendent of Schools, 504 N. Monroe, Minneota, MN 56264. Bids to remain firm for 30 days. The school board reserves the right to accept or reject any or all bids. The School Board will meet on July 22, 2026 to review all bids.

Sincerely,  
Scott Monson  
Superintendent

\_\_\_\_\_ submits the following bids to the Independent School District No. 414, for the 2026-2027 school year.

| <u>Dairy Products</u>      | <u>Item Price</u> | <u>Case Price</u> |
|----------------------------|-------------------|-------------------|
| ½ pint 1% Milk             | _____             | _____             |
| ½ pint Skim Chocolate Milk | _____             | _____             |
| ½ pint Skim Milk           | _____             | _____             |
| 1 gal 1% Milk              | _____             | _____             |
| ½ pint Orange Juice        | _____             | _____             |
| 5 lbs Sour Cream – light   | _____             | _____             |
| 5lbs Cottage Cheese (2%)   | _____             | _____             |
| 6 oz Yogurt                | _____             | _____             |
| Butter – 1# Solid          | _____             | _____             |
| Margarine                  | _____             | _____             |
| Ice Cream 5-Qt Pail        | _____             | _____             |

Bid Submitted By:

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

Signature



# Minneota Public Schools

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

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TO WHOM IT MAY CONCERN:

June 17, 2026

The Minneota Public School District No. 414 will accept bids for the following petroleum products for the school year 2026-2027. Bids must be received no later than July 16, 2026 at 3:00 p.m. in the office of the Superintendent of Schools, 504 N. Monroe, Minneota, MN 56264. Bids to remain firm for 30 days. The school board reserves the right to accept or reject any or all bids. The School Board will meet on July 22, 2026 to review all bids.

Sincerely,  
Scott Monson  
Superintendent

\_\_\_\_\_ submits the following bids to the Independent School District No. 414, for the 2026-2027 school year.

| <u>Petroleum Products</u>          | <u>Price</u> | <u>Discount</u> | <u>Current Price</u> |
|------------------------------------|--------------|-----------------|----------------------|
| Diesel Fuel<br>Pump Delivery       | \$_____ /gal | _____           | _____                |
| Unleaded Gasoline<br>Pump Delivery | \$_____ /gal | _____           | _____                |

Bid Submitted By

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

\_\_\_\_\_  
Signature

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

RESOLUTION DESIGNATING SCOTT MONSON AS  
LOCAL EDUCATIONAL AGENCY AUTHORIZED REPRESENTATIVE

BE IT RESOLVED by the School Board of Independent School District No. 414, as follows:

WHEREAS Pursuant to the provisions of United States Code Section 303.23, an employee of the school district can be designated as the Local Educational Agency authorized representative for Independent School District No. 414.

THEREFORE, BE IT RESOLVED Scott Monson is hereby designated as the Local Educational Agency authorized representative from July 1, 2026 until June 30, 2027, as approved by the School Board within Independent School District No. 414 in compliance with the provisions of Minnesota Statutes §123B.52 subd. 2.

The motion for the foregoing resolution was duly seconded by Member

\_\_\_\_\_.

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

Those voting against:

Whereupon said resolution was declared to have passed.

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

**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].

| <b>From Who/m</b>              | <b>For Who/What/Purpose</b> | <b>Amount</b>   | <b>Date</b> |
|--------------------------------|-----------------------------|-----------------|-------------|
| Alan Geiwitz & Mary McMahan    | Meidt Komp Donation         | \$ 40,000       | 5/28/2026   |
| Gregory & Laurie Meidt         | Meidt Komp Donation         | \$ 7,500        | 5/28/2026   |
| Stephen VanKeulen              | Meidt Komp Donation         | \$ 400          | 5/28/2026   |
| Debra Edson                    | Meidt Komp Donation         | \$ 100          | 5/28/2026   |
| Daniel & Julie Kockelman       | Meidt Komp Donation         | \$ 1,000        | 5/28/2026   |
| Joseph Smith                   | Meidt Komp Donation         | \$ 1,000        | 5/12/2026   |
| Fidelity                       | Meidt Komp Donation         | \$ 15,000       | 5/12/2026   |
| Scott McCann                   | Meidt Komp Donation         | \$ 50           | 5/12/2026   |
| Jon & Barbara Schroeder        | Meidt Komp Donation         | \$ 200          | 5/12/2026   |
| Bill Pennings                  | Meidt Komp Donation         | \$ 100          | 5/7/2026    |
| Todd & Melody Leidall          | Meidt Komp Donation         | \$ 7,500        | 5/7/2026    |
| Bryon Sharp                    | Meidt Komp Donation         | \$ 7,500        | 5/7/2026    |
| Troy Fink                      | Meidt Komp Donation         | \$ 500          | 5/7/2026    |
| Brian Buysse                   | Meidt Komp Donation         | \$ 500          | 5/7/2026    |
| Scott & Janet Mashek           | Meidt Komp Donation         | \$ 500          | 5/7/2026    |
| Michelle & Kevin Buysse        | Meidt Komp Donation         | \$ 1,200        | 5/7/2026    |
| Fidelity                       | Meidt Komp Donation         | \$ 5,000        | 5/7/2026    |
| Otter Tail Power               | Playground                  | \$ 5,000        | 5/28/26     |
| <b>Total Monthly Donations</b> |                             | <b>\$93,050</b> |             |

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

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

The following members voted yes:

The following members voted no:

The motion carried/failed.

The foregoing resolution was approved on this 17th day of June, 2026.

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



# Minneota Public School District

## Policy 101

Adopted: October 17, 1995

Revised: ~~March July 2026~~<sup>5</sup>

### **101 LEGAL STATUS OF THE SCHOOL DISTRICT**

#### **I. PURPOSE**

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

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

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries, and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

#### **III. RELATIONSHIP TO OTHER ENTITIES**

- A. The school district is a separate legal entity.
- B. The school district is coordinated with and not subordinate to the counties in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

#### **IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

- A. Funds
  - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minnesota Statutes chapter 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property, which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not consistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes section 465.71 or other applicable law.
3. The school district has the authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has the authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

**Legal References:** Minn. Const. art. 13, § 1  
Minn. Stat. Ch. 123B (School Districts, Powers, and Duties)  
Minn. Stat. Ch. 179A (Public Employment Labor Relations)  
Minn. Stat. § 465.035 (Public Corporation, Conveyance or Lease of Land)  
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties; Municipalities)  
*Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970)  
*Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966)  
*Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)  
*Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950)  
*State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

**Cross References:** MSBA/MASA Model Policy 201 (Legal Status of School Board)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 705 (Investments)  
MSBA/MASA Model Policy 706 (Acceptance of Gifts)  
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA Service Manual, Chapter 3, Employee Negotiations  
MSBA School Law Bulletin “F” (Contract and Bidding Procedures)



# Minneota Public School District Policy 101.1

Adopted: March 18, 2010

Revised: January July 20265

## **101.1 NAME OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

The purpose of this policy is to clarify the name of the school district.

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

Pursuant to statute, the official name of the school district is Independent School District No.0414. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

### **III. UNIFORM NAME**

- A. The name of the school district shall be Minneota Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications, and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No.0414 (Minneota Public Schools), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

**Legal References:** Minnesota. Statutes, section 123A.55 (Classes, Number)

**Cross References:** None



# Minneota Public School District

## Policy 102

Adopted: March 18, 2010

Revised: ~~October~~July 2026~~5~~

### **102 EQUAL EDUCATIONAL OPPORTUNITY**

#### **I. PURPOSE**

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

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

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

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

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

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

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

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

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



# Minneota Public School District Policy 103

Adopted: March 18, 2010

Revised: March/July 2026

## **103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, AND OTHER PERSONS**

### **I. PURPOSE**

The school district takes seriously all concerns or complaints by students, employees, parents, or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

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

- A. Students, parents, employees, or other persons may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent, or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigating or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 514 (Bullying Prohibition)  
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)



# 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 school hours, on or off school premises, 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-65)
  - 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. ~~3.~~ Middle Schools/Junior High Schools
4. High Schools (79-12)
  - 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

school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures

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](http://www.awayfortheDay.org))

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

NEW PROPOSED POLICY