

MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD REGULAR MEETING | AGENDA

Wednesday, July 22, 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. Presentation

- 2.1. 4th Grade Published Authors and Kim Caster..... I/D

3. Business Agenda

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

4. Leadership Reports

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

5. Approve Consent Agenda Items M/S/V

- 5.1. Minutes of the June 17, 2026 Regular Meeting
- 5.2. MN PSEO Income Contract for 2026-2027 – Option A
- 5.3. Personnel Items
- 5.4. Shared Social Worker Agreement with Lakeview
- 5.5. Shared Special Education Teacher Agreement with Ivanhoe

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

7. Previous Business

- 7.1. Policy and Procedures Review – 2nd Reading and Approval M/S/V
 - 7.1.1. Policy #101: Legal Status of the School District
 - 7.1.2. Policy #101.1: Name of the School District
 - 7.1.3. Policy #102: Equal Educational Opportunity
 - 7.1.4. Policy #103: Complaints – Students, Employees, Parents, and Other Persons
 - 7.1.5. Policy #524.5: Personal Electronic Communication Devices
 - 7.1.6. District Procedures: Cardiac Emergency Response Plan

8. New Business

- 8.1. Approve Fees, Prices, and Rates for 2026-2027..... M/S/V
- 8.2. Approve a School Board Special Meeting for Wednesday, August 19, 2026 at 7:00 am to Canvass Election Results..... M/S/V
- 8.3. Ten-Year Long-Term Facilities Maintenance Plan
 - 8.3.1. Review LTFM 10-Year Revenue Projections..... I/D
 - 8.3.2. Approve LTFM 10-Year Expenditures Application..... M/S/V
 - 8.3.3. Approve Fiscal Year (FY) 28 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances M/S/V
 - 8.3.4. Approve Resolution Adopting the School District's Fiscal Year (FY) 28 Long-Term Facilities Maintenance Ten-Year Plan M/S/V-RC
- 8.4. Accept a Bid from Brad's Market for Bread and Baked Goods for 2026-2027 M/S/V
- 8.5. Accept a Bid from Prairie Farms for Dairy Products for 2026-2027 M/S/V
- 8.6. Accept a Bid from Farmward Cooperative for Petroleum Products for 2026-2027 M/S/V
- 8.7. Approve a Resolution for Designation of the Identified Official with Authority [IOWA] for Education Identity Access Management [EDIAM] for the MDE External User Access Recertification System for 2026-2027 M/S/V-RC
- 8.8. Approve 2026-2027 Handbooks
 - 8.8.1. Elementary Student and Family Handbook M/S/V
 - 8.8.2. High School Student Handbook..... M/S/V

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- 8.9. Approve Policies and Procedures – Legislative Session: Substantive Updates (Single Reading) M/S/V
 - 8.9.1. Policy #208: Development, Adoption, and Implementation of Policies
 - 8.9.2. Policy #402: Disability Nondiscrimination
 - 8.9.3. Policy #423: Employee-Student Relationships
 - 8.9.4. Policy #509: Enrollment of Nonresident Students
 - 8.9.5. Policy #521: Student Disability Nondiscrimination
 - 8.9.6. Policy #524: Internet, Technology, and Cell Phone Acceptable Use and Safety
 - 8.9.7. Policy #613: Graduation Requirements
 - 8.9.8. Policy #621: Literacy and the READ Act
 - 8.9.9. Policy #709: Student Transportation Safety
 - 8.9.10. Policy #721: Uniform Grant Guidance Regarding Federal Revenue Resources
 - 8.9.11. Policy #722: Public Data Requests
 - 8.10. Policy and Procedures Review – 1st Reading I/D
 - 8.10.1. Policy #213: School Board Committees
 - 8.10.2. Policy #415: Mandated Reporting of Maltreatment of Vulnerable Adults
 - 8.10.3. Policy #533: Wellness
 - 8.10.4. Procedures: Preschool Registration and Tuition (new)
 - 8.10.5. Procedures: School Vehicle Checkout and Use (new)
 - 8.10.6. Procedures: Credit Cards (new)
 - 8.10.7. Procedures: Type III Vehicles, Driver Training, and Use (new)
 - 8.11. Approve a Resolution for Acceptance of Gifts, Donations, and Grants M/S/V-RC
 - 9. Calendar Review: Meetings and Dates I/D**
 - 10. Adjournment M/S/V**

BUSINESS

AGENDA

Student Enrollment Overview | 7/17/2026

Grade	2020-2021 Funded	2021-2022 Funded	2022-2023 Funded	2023-2024 Funded	2024-2025 Funded	2025-2026 Funded	2026-2027 Anticipated
PreK	6.8	6.1	5.3	7.6	9.4	7.2	35
HK/K	22.6	39.3	31.8	42.1	29.7	37.5	37
1st Grade	31.1	23.8	39.1	33.0	41.2	31.6	35
2nd Grade	30.1	31.4	25.5	41.8	32.8	45.1	34
3rd Grade	42.3	33.9	32.6	29.0	42.2	32.9	46
4th Grade	28.0	42.9	36.3	31.5	30.9	40.4	34
5th Grade	37.0	24.9	46.6	37.5	33.2	32.8	40
6th Grade	36.2	37.5	23.5	46.2	38.1	33.3	33
7th Grade	46.8	47.6	53.3	42.6	53.4	48.7	45
8th Grade	46.4	46.3	48.1	54.3	45.4	53.4	49
9th Grade	45.0	50.1	44.9	49.3	54.7	50.2	53
10th Grade	45.6	43.7	49.0	45.1	50.3	51.5	49
11th Grade	48.3	45.0	42.7	46.2	46.0	51.4	50
12th Grade	49.2	45.7	42.6	42.7	43.0	44.2	50
Total (K-12)	508.8	512.2	516.0	541.1	540.8	552.9	555
Total (PreK-12)	515.6	518.3	521.4	548.7	550.2	560.1	590
K-12 +/- from Previous Year	-17.8	3.4	3.8	25.1	-0.3	12.1	2
						K-12 Change from 25-26	2 0.4%
						K-12 Change from 20-21	46 9.1%

Student Activity Account – Month End June 2026

Fund #	Description	Receipt	Expense
4	Student Council - Viking Coca Cola	\$ -	\$ 333.25
8	Junior Class - Heritage Event Center	\$ -	\$ 800.00
8	Junior Class - MPS	\$ -	\$ 205.47
9	Senior Class - Jeremiason Photo	\$ -	\$ 645.00
9	Senior Class - Joey Lacek	\$ -	\$ 9.98
9	Senior Class - MPS	\$ -	\$ 2,991.85
June 2026 Totals		\$ -	\$ 4,985.55

Fund Name	FY26 Beginning Balance	June 2026		Year-To-Date			FY26 Ending Balance	+/- From SOY
		Receipts	Expenses	Receipts	Expenses	Transfers		
FCCLA	\$ 15,529.65	\$ -	\$ -	\$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	\$ -	\$ 1,005.47	\$21,815.89	\$17,699.55	\$(4,356.18)	\$ 4,916.34	-4.7%
Grade 12	\$ 21.27	\$ -	\$ 3,646.83	\$ 1,876.60	\$ 5,986.09	\$ 4,334.91	\$ 246.69	1059.8%
National Honor Society	\$ 737.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737.48	0.0%
Student Council	\$ 6,108.65	\$ -	\$ 333.25	\$ 9,366.60	\$ 8,291.70	\$ 21.27	\$ 7,204.82	17.9%
June 2026 Totals	\$ 29,945.45	\$ -	\$ 4,985.55	\$74,179.09	\$80,315.43	\$ (0.00)	\$ 23,809.11	-20.5%

End of June 2026 | Account Balances and Monthly Cash Flow

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Total Fixed Income	Ending Balance	
State Bank of Taunton [0200]	General	\$ 1,150,264.64		\$ 267,067.57	\$ 928,696.12		\$ 488,636.09	-57.5%
State Bank of Taunton [0218]	Student Activities	\$ 28,794.66		\$ -	\$ 4,985.55		\$ 23,809.11	-17.3%
State Bank of Taunton [0226]	Petty Cash	\$ 3,250.00		\$ -	\$ -		\$ 3,250.00	0.0%
State Bank of Taunton [0234]	Payroll	\$ -		\$ 304,464.49	\$ 304,464.49		\$ -	0.0%
PMA-MN Trust [2023A]	2023A	\$ 488,736.63	\$ 1,426.12	\$ -	\$ -	\$ -	\$ 490,162.75	0.3%
PMA-MN Trust [2023B]	2023B	\$ 436,830.71	\$ 1,274.61	\$ -	\$ -	\$ 1,651,400.00	\$ 2,089,505.32	378.3%
PMA-MN Trust [Operating]	Investments	\$ 2,755,006.47	\$ 8,463.33	\$ 312,003.00	\$ -	\$ 235,300.00	\$ 3,310,772.80	20.2%
End of June 2026 Totals: All Depositories		\$ 4,862,883.11	\$ 11,164.06	\$ 883,535.06	\$ 1,238,146.16	\$ 1,886,700.00	\$ 6,406,136.07	31.7%
Net Cash Flow Decrease From June 1, 2026 to June 30, 2026							\$ (343,447.04)	-7.1%

FINANCIAL REPORT

ALL FUNDS | EXPENSES & REVENUES

Sequence: L, Fd

		202412			202512			202612		
Description		Budget BUD24	Year to Date	%	Budget BUD25	Year to Date	%	Budget BUD26	Year to Date	%
E	Expenditure									
01	General Fund	7,904,910.00	7,671,826.57	97%	7,930,185.00	7,723,302.13	97%	8,497,426.00	8,113,318.43	95%
02	Food Service Fund	475,972.00	493,869.11	104%	517,663.00	487,537.44	94%	600,671.00	515,317.21	86%
04	Community Service	240,967.00	229,460.28	95%	253,575.00	273,628.10	108%	272,613.00	286,375.43	105%
06	Building Construction Fund	36,000.00	35,378.78	98%	264,358.00	264,358.00	100%	269,350.00	204,636.53	76%
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%
E	Expenditure	9,835,649.00	9,604,434.74	98%	10,511,359.00	10,295,528.17	98%	11,193,810.00	10,672,047.60	95%
R	Revenue									
01	General Fund	(7,760,002.00)	(6,817,259.39)	88%	(7,967,047.00)	(7,243,805.07)	91%	(8,604,725.00)	(7,580,714.27)	88%
02	Food Service Fund	(497,500.00)	(485,795.24)	98%	(501,520.00)	(492,360.45)	98%	(555,750.00)	(529,925.23)	95%
04	Community Service	(174,041.00)	(158,382.04)	91%	(191,756.00)	(179,857.17)	94%	(185,589.00)	(190,381.27)	103%
06	Building Construction Fund	(2,635,533.00)	(2,659,183.63)	101%	(85,000.00)	(109,097.55)	128%	(135,000.00)	(148,151.04)	110%
07	Debt Service Fund	(1,178,297.00)	(1,384,855.13)	118%	(1,714,917.00)	(1,889,909.06)	110%	(1,592,861.00)	(1,654,341.49)	104%
21	Student Activity Account	0.00	(6,990.43)	0%	0.00	(1,859.02)	0%	0.00	6,136.34	0%
R	Revenue	(12,245,373.00)	(11,512,465.86)	94%	(10,460,240.00)	(9,916,888.32)	95%	(11,073,925.00)	(10,097,376.96)	91%



FINANCIAL REPORT

FUND 1 | GENERAL FUND REVENUES

Sequence: Fd, O/S			202412			202512			202612		
			Budget			Budget			Budget		
Description			BUD24	Year to Date	%	BUD25	Year to Date	%	BUD26	Year to Date	%
01 General Fund											
000 Local Revenues			(1,818,631.00)	(1,552,726.38)	85%	(1,630,758.00)	(1,572,344.77)	96%	(1,945,037.00)	(1,844,071.29)	95%
200 State Revenues			(4,736,729.00)	(4,273,990.47)	90%	(4,884,767.00)	(4,375,238.60)	90%	(5,233,040.00)	(4,612,498.67)	88%
300 State Revenues			(1,017,477.00)	(934,149.47)	92%	(1,227,801.00)	(1,078,613.38)	88%	(1,307,360.00)	(1,088,270.90)	83%
400 Federal Revenues from State			(148,519.00)	(2,053.07)	1%	(183,735.00)	(163,318.44)	89%	(66,518.00)	17,804.09	(27%)
500 Federal Revenues from Fed Sou			(38,646.00)	(50,993.00)	132%	(39,986.00)	(54,567.00)	136%	(52,770.00)	(52,770.00)	100%
600 Loc Sales, Ins Recov & Jdgmnt			0.00	(3,347.00)	0%	0.00	277.12	0%	0.00	(907.50)	0%
01 General Fund			(7,760,002.00)	(6,817,259.39)	88%	(7,967,047.00)	(7,243,805.07)	91%	(8,604,725.00)	(7,580,714.27)	88%

FINANCIAL REPORT

FUND 1 | GENERAL FUND EXPENSES

Sequence: Fd, O/S

Description	202412			202512			202612		
	Budget	Year to Date	%	Budget	Year to Date	%	Budget	Year to Date	%
	BUD24			BUD25			BUD26		
01 General Fund									
100 Salaries & Wages	4,295,935.00	4,296,697.72	100%	4,413,774.00	4,376,766.91	99%	4,642,004.00	4,631,451.88	100%
200 Employee Benefits	1,119,935.00	1,018,350.25	91%	1,142,232.00	995,695.54	87%	1,222,752.00	1,097,476.38	90%
300 Purchased Services	1,443,025.00	1,457,820.41	101%	1,488,118.00	1,598,524.75	107%	1,736,535.00	1,604,239.71	92%
400 Supplies & Materials	787,395.00	639,413.23	81%	662,199.00	495,472.56	75%	665,332.00	600,982.32	90%
500 Capital Expenditures	234,000.00	238,249.52	102%	194,112.00	233,084.22	120%	199,653.00	155,023.10	78%
800 Other Expenditures	24,620.00	21,295.44	86%	29,750.00	23,758.15	80%	31,150.00	24,145.04	78%
01 General Fund	7,904,910.00	7,671,826.57	97%	7,930,185.00	7,723,302.13	97%	8,497,426.00	8,113,318.43	95%



MNTrust Monthly Statement

Minneota ISD #414

Activity Summary (MN02-31273-0101) Operating

6/1/2026 - 6/30/2026

Investment Pool Summary		IS
Beginning Market Balance		\$2,755,006.47
Dividends		\$8,463.33
Purchases		\$312,003.00
Redemptions		\$0.00
Ending Market Balance		\$3,075,472.80
Average Monthly Rate		3.550%
NAV / Share Price		1.000
Total		\$3,075,472.80

Total Fixed Income	\$235,300.00
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Account Total	\$3,310,772.80
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Your Representative(s)

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Minneota, MN 56264



PTMA Financial Solutions

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Naperville, IL 60563



MNTrust Monthly Statement

Minneota ISD #414

Transaction Activity (MN02-31273-0101) Operating

IS 6/1/2026 - 6/30/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
13631880	06/04/2026	06/04/2026	State Funds Purchase, MN State-MMB ACH	\$0.00	\$1,656.00	\$1.000	1,656.000
13677415	06/10/2026	06/10/2026	State Funds Purchase, MN State-MMB ACH	\$0.00	\$32,852.16	\$1.000	32,852.160
13748113	06/18/2026	06/18/2026	State Funds Purchase, MN State-MMB ACH	\$0.00	\$277,494.84	\$1.000	277,494.840
	06/30/2026	06/30/2026	Total Dividend Reinvestment	\$0.00	\$8,463.33	\$1.000	8,463.330
				\$0.00	\$320,466.33		320,466.330

Beginning Market Value: \$2,755,006.47 | Ending Market Value: \$3,075,472.80



MNTrust Monthly Statement

Minneota ISD #414

Current Portfolio

6/30/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
IS				06/30/2026		IS Account Balance	\$3,075,472.80	3.550%	\$1.000	3,075,472.800	\$3,075,472.80
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
							\$3,310,772.80			3,325,188.570	\$3,310,772.80

Time and Dollar Weighted Average Portfolio Yield: 4.149%

Weighted Average Portfolio Maturity: 28.00 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	92.893%	\$3,075,472.80	IS Account
CD	7.107%	\$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
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MNTrust Monthly Statement

Minneota ISD #414

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

6/1/2026 - 6/30/2026

Investment Pool Summary		IS
Beginning Market Balance		\$488,736.63
Dividends		\$1,426.12
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$490,162.75
Average Monthly Rate		3.550%
NAV / Share Price		1.000
Total		\$490,162.75

Total Fixed Income	\$0.00
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Account Total	\$490,162.75
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Your Representative(s)

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Naperville, IL 60563



MNTrust Monthly Statement

Minneota ISD #414

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

IS 6/1/2026 - 6/30/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	06/30/2026	06/30/2026	Total Dividend Reinvestment	\$0.00	\$1,426.12	\$1.000	1,426.120
				\$0.00	\$1,426.12		1,426.120

Beginning Market Value: \$488,736.63 | Ending Market Value: \$490,162.75



MNTrust Monthly Statement

Minneota ISD #414

Current Portfolio

6/30/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
IS				06/30/2026		IS Account Balance	\$490,162.75	3.550%	\$1.000	490,162.750	\$490,162.75
							\$490,162.75			490,162.750	\$490,162.75

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%	\$490,162.75	IS Account

Index

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

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

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

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



MNTrust Monthly Statement

Minneota ISD #414

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

6/1/2026 - 6/30/2026

Investment Pool Summary		IS
Beginning Market Balance		\$436,830.71
Dividends		\$1,274.61
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$438,105.32
Average Monthly Rate		3.550%
NAV / Share Price		1.000
Total		\$438,105.32

Total Fixed Income	\$1,651,400.00
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Account Total	\$2,089,505.32
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Your Representative(s)

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PTMA Financial Solutions

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Naperville, IL 60563



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

IS 6/1/2026 - 6/30/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	06/30/2026	06/30/2026	Total Dividend Reinvestment	\$0.00	\$1,274.61	\$1.000	1,274.610
				\$0.00	\$1,274.61		1,274.610

Beginning Market Value: \$436,830.71 | Ending Market Value: \$438,105.32



MNTrust Monthly Statement

Minneota ISD #414

Current Portfolio

6/30/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
IS				06/30/2026		IS Account Balance	\$438,105.32	3.550%	\$1.000	438,105.320	\$438,105.32
CD	N	1394254-1	01/05/2026	01/05/2026	09/15/2026	FirstBank Southwest, GA	\$243,900.00	3.503%		249,821.310	\$243,900.00
CD	N	1394253-1	01/05/2026	01/05/2026	09/15/2026	Affinity Bank, National Association, GA	\$243,700.00	3.600%		249,781.150	\$243,700.00
CD	N	1394249-1	01/05/2026	01/05/2026	09/15/2027	First Capital Bank, SC	\$236,500.00	3.343%		249,884.380	\$236,500.00
CD	N	1394251-1	01/05/2026	01/05/2026	09/15/2027	GBC International Bank, CA	\$236,600.00	3.323%		249,909.920	\$236,600.00
CD	N	1394250-1	01/05/2026	01/05/2026	09/15/2027	Bank of China, NY	\$235,100.00	3.655%		249,648.690	\$235,100.00
CD	N	1394255-1	01/05/2026	01/05/2026	09/15/2028	Freedom Northwest Credit Union, ID	\$227,900.00	3.531%		249,591.390	\$227,900.00
CD	N	1394252-1	01/05/2026	01/05/2026	09/15/2028	Aneca Federal Credit Union , LA	\$227,700.00	3.557%		249,533.250	\$227,700.00
							\$2,089,505.32			2,186,275.410	\$2,089,505.32

Time and Dollar Weighted Average Portfolio Yield: 3.499%

Weighted Average Portfolio Maturity: 435.20 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	20.967%	\$438,105.32	IS Account
CD	79.033%	\$1,651,400.00	Certificate of Deposit

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

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

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

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

Minneota Public School
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General Fund	\$613,082.58
02	Food Service Fund	\$6,487.83
04	Community Service	\$6,747.74
Report Total		\$626,318.15

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 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		\$7,672.57
PO#:	Voucher #:	52609	Invoice	Invoice No: S2026230	6/10/2026	Paid Amt: \$7,672.57
						Check Amount: \$7,672.57
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire
		B 01	215 017	PERA		\$4,569.77
PO#:	Voucher #:	52610	Invoice	Invoice No: S2026230	6/10/2026	Paid Amt: \$4,569.77
						Check Amount: \$4,569.77
SBT	00710			TEACHERS RETIREMENT		Wire
		B 01	215 018	TRA		\$31,493.80
PO#:	Voucher #:	52612	Invoice	Invoice No: S2026230	6/10/2026	Paid Amt: \$31,493.80
						Check Amount: \$31,493.80
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 #:	52605	Invoice	Invoice No: S2026230	6/10/2026	Paid Amt: \$3,536.05
						Check Amount: \$3,536.05
SBT	3017			EFTPS		Wire
		B 01	215 010	FICA/MD		\$31,116.78
		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	3034			elan Corporate		Wire
		E 01	300 408 000 740 433	Forvencer 24 Pocket Project Organizer, 1/3-cut		\$13.99
		E 01	300 408 000 740 433	EARTHSON 12 Pcs Desk Dividers for Students		\$13.99
		E 01	300 408 000 740 433	Amazon Basics Wood-Cased #2 Pencils for Wri		\$20.58
		E 01	300 408 000 740 433	uPunch HN1500 Starter Time Clock Bundle for		\$99.99

Detail Payment Register By Check

7/15/2026

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Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	3034			elan Corporate		Wire
			E 01	300 408 000 740 433	Jssmst Large Cash Box with Money Tray and Lc	\$19.99
			E 01	300 408 000 740 433	DTK 3 Tier Rolling Cart Utility Cart with Cover Bc	\$33.20
			E 01	300 408 000 740 433	FOSJGO Collapsible Dish Basin with Drain Plug	\$16.99
			E 01	300 408 000 740 433	EXPO Dry Erase Markers, Low Odor Ink, Assort	\$9.68
			E 01	300 408 000 740 433	Scribbledo 6 Pack Small White Board Dry Erase	\$15.95
			E 01	300 408 000 740 433	Bringing Words to Life: Robust Vocabulary Instr	\$24.38
			E 01	300 420 000 740 433	Ginkgo 100 Pack 12 oz Disposable Thickened F	\$29.99
			E 01	300 420 000 740 433	500 Pack Cocktail Napkins Paper - Quality 3-Ply	\$24.97
			E 01	300 420 000 740 433	AOZITA [100 Sets 12 oz Clear Plastic Cups Wit	\$19.98
			E 01	300 420 000 740 433	Utopia Kitchen 2 Pack Bib Apron, Adjustable witi	\$6.99
			E 01	300 420 000 740 433	Homaxy 100% Cotton Terry Kitchen Towels(Blac	\$9.99
			E 01	300 408 000 740 433	Utopia Kitchen White Flour Sack Towels [12 Pac	\$17.98
			E 01	300 407 000 740 433	Clorox Disinfecting Cleaning Wipes for Spring C	\$16.62
			E 01	300 407 000 740 433	Oxford Plastic Index Card Box, 5 x 8 Inches, 500	\$13.15
			E 01	300 408 000 740 433	LocknLock Aqua Fridge Door Water Jug with He	\$21.82
			E 01	300 408 000 740 433	SUPVAN T50M Pro Bluetooth Label Maker Maci	\$29.16
			E 01	300 408 000 740 433	UPVAN T50M Series & G15M Mini Nylon Hard I	\$13.99
			E 01	300 408 000 740 433	https://www.amazon.com/HUIJUTCHEN-Colorfu	\$17.99
			E 01	300 407 000 740 433	SUPVAN T50M Series Label Maker Tape, Black	\$9.99
PO#: 11477	Voucher #:	52622	Invoice	Invoice No: May/June 2026 Stmt	6/12/2026	Paid Amt: \$501.36
			E 01	100 203 033 000 430	K Buysse Classroom Supplies	\$12.50
			E 01	005 640 000 316 366	Staff Development - PLC	\$1,244.36
			E 01	005 640 000 316 366	Staff Development - All Levels	\$835.00
			E 01	300 211 000 000 401	High School Supplies - LL	\$116.39
			E 01	005 760 000 720 440	Fuel	\$114.57
			E 04	005 505 290 321 401	Shooters - Trap	\$1,352.00
			E 01	005 110 000 000 401	Admin Subscriptions	\$55.00
			E 01	005 810 191 000 401	Grounds Supplies - Thatcher	\$1,095.46
			E 01	100 203 000 000 430	Miscellaenous Supplies	\$112.82
			E 01	300 260 000 000 430	Science Supplies	\$269.90
			E 01	005 620 000 343 401	Library Supplies	\$263.57
			E 01	005 257 000 000 401	Technology Subscriptions/Supplies	\$360.18
			E 01	300 296 228 000 366	Coaches Dues	\$58.50
			E 01	005 620 000 343 401	Library Supplies	\$567.23
			E 01	300 298 000 000 401	Apple Subscriptions	\$12.74
			E 01	005 810 000 000 401	Custodial Tables	\$1,005.91

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	3034			elan Corporate		Wire		
			E 01	300 292 225 000 369	State Golf Tournament	\$2,485.56		
			E 01	005 810 000 000 401	Wheels - 2 Wheel Cart	\$51.99		
			E 01	005 810 000 000 401	Classroom Furniture - Furniture Fund	\$273.98		
			E 01	300 211 000 000 401	Academic Awards	\$80.12		
PO#:	Voucher #:	52623	Invoice	Invoice No: May/June 2026 Stmt	6/12/2026	Paid Amt:	\$10,367.78	
			E 01	300 420 000 740 433	W-4 forms: 6 Forms + Instructions For use in pr	\$9.99		
			E 01	300 420 000 740 433	Prop Money Checkbook Set - Math Manipulative	\$10.99		
			E 01	300 420 000 740 433	Office Chair, Ergonomic Desk Chairs 330LBS C	\$99.99		
			E 01	300 420 000 740 433	Bic Wite-Out Quick Dry Correction Fluid - 2 pac	\$6.27		
			E 01	300 420 000 740 433	EXPO Dry Erase Markers, Low Odor Ink, Assort	\$14.62		
			E 01	300 420 000 740 433	Remooble 4 Pack Magnetic Microfiber Cleaning	\$12.99		
			E 01	300 420 000 740 433	1InTheOffice Classification Folders, 2 Divider Cl	\$79.98		
PO#: 11475	Voucher #:	52620	Invoice	Invoice No: May/June 2026 Stmt	6/12/2026	Paid Amt:	\$234.83	
			E 01	005 720 000 000 401	Ascensia Contour Next Blood Glucose Test Strip	\$14.85		
			E 01	005 720 000 000 401	Secret Antiperspirant and Deodorant for Women	\$19.87		
			E 01	005 720 000 000 401	Degree Men's Travel Deodorant Cool Rush 36-F	\$35.64		
			E 01	005 720 000 000 401	LIFE SAVERS Pep-O-Mint Peppermint Hard Ca	\$13.97		
			E 01	005 720 000 000 401	Amazon Basics Reclosable Double Zipper Sand	\$2.64		
			E 01	005 720 000 000 401	PukeBag 50 Pack Emesis Bag, Disposable Vom	\$31.98		
			E 01	005 720 000 000 401	Always Radiant Teen Pads, Size 1, Regular, with	\$11.47		
			E 01	005 720 000 000 401	Renu Multi-Purpose Contact Lens Solution Travi	\$9.99		
PO#: 11502	Voucher #:	52621	Invoice	Invoice No: May/June 2026 Stmt	6/12/2026	Paid Amt:	\$140.41	
						Check Amount:	\$11,244.38	
SBT	3034			elan Corporate		Wire		
			E 01	100 203 000 000 401	Jesuspirit - NJ - Elementary	\$37.99		
			E 01	005 810 000 000 401	Furniture - per School Board	\$866.09		
			E 01	300 292 225 000 369	State Golf Meet	\$2,418.20		
			E 01	100 203 000 000 401	SP Levide LevideCupp	\$119.99		
			E 01	300 211 000 000 401	Dollar General Receipt	\$52.98		
			E 01	100 203 000 000 401	B2B Prime - NJ - Elementary	\$349.00		
			E 01	005 760 000 720 440	Fuel	\$86.25		
			E 01	005 257 000 000 401	Technology Supplies - Per Devann	\$6,233.76		
PO#:	Voucher #:	52640	Invoice	Invoice No: May/June 2026 Stmt	6/18/2026	Paid Amt:	\$10,164.26	
						Check Amount:	\$10,164.26	

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 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		\$10,484.52
PO#:	Voucher #:	52647	Invoice	Invoice No: S2026240	6/25/2026	Paid Amt: \$10,484.52
						Check Amount: \$10,484.52
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire
			B 01 215 017	PERA		\$3,396.52
PO#:	Voucher #:	52648	Invoice	Invoice No: S2026240	6/25/2026	Paid Amt: \$3,396.52
						Check Amount: \$3,396.52
SBT	00710			TEACHERS RETIREMENT		Wire
			B 01 215 018	TRA		\$37,298.06
PO#:	Voucher #:	52650	Invoice	Invoice No: S2026240	6/25/2026	Paid Amt: \$37,298.06
						Check Amount: \$37,298.06
SBT	2313			Educators Benefit Consultants		Wire
			B 01 215 035	HSA Employee Deduction		\$2,123.49
			B 01 215 085	MED FSA		\$716.67
			B 01 215 086	PAYROLL DEDUCTIONS		\$695.83
PO#:	Voucher #:	52643	Invoice	Invoice No: S2026240	6/25/2026	Paid Amt: \$3,535.99
						Check Amount: \$3,535.99
SBT	3017			EFTPS		Wire
			B 01 215 010	FICA/MD		\$35,748.10
			B 01 215 011	FED TAX		\$20,587.83
PO#:	Voucher #:	52645	Invoice	Invoice No: S2026240	6/25/2026	Paid Amt: \$56,335.93
						Check Amount: \$56,335.93
SBT	3022			Common Remitter		Wire
			B 01 215 005	PAYANNU		\$6,214.06
PO#:	Voucher #:	52651	Invoice	Invoice No: S2026240	6/25/2026	Paid Amt: \$6,214.06
			B 01 215 005	PAYANNU		\$60.42
PO#:	Voucher #:	52649	Invoice	Invoice No: S2026240	6/25/2026	Paid Amt: \$60.42
			B 01 215 005	PAYANNU		\$687.29
PO#:	Voucher #:	52644	Invoice	Invoice No: S2026240	6/25/2026	Paid Amt: \$687.29
						Check Amount: \$6,961.77
SBT	00710			TEACHERS RETIREMENT		Wire
			B 01 215 018	Payroll ID #S20262200		\$25.77
PO#:	Voucher #:	52634	Invoice	Invoice No: 584282	6/24/2026	Paid Amt: \$25.77
						Check Amount: \$25.77

Detail Payment Register By Check

7/15/2026

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Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	2819			EMC Insurance Companies		Wire			
		E 01	005 760 000 720 340	Auto - Policy Addition		\$74.00			
PO#:	Voucher #:	52635	Invoice	Invoice No: 7003366961	6/24/2026	Paid Amt:	\$74.00		
						Check Amount:	\$74.00		
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire			
		B 01	215 027	Group Health - Payroll Deduction		\$36,735.26			
PO#:	Voucher #:	52665	Invoice	Invoice No: June 2 2026	6/24/2026	Paid Amt:	\$36,735.26		
						Check Amount:	\$36,735.26		
SBT	01418			HORACE MANN		Wire			
		B 01	215 051	5/26 Auto Insurance		\$115.80			
		B 01	215 051	6/11 Auto Insurance		\$115.80			
PO#:	Voucher #:	52669	Invoice	Invoice No: 220034A	6/24/2026	Paid Amt:	\$231.60		
						Check Amount:	\$231.60		
SBT	00127			COMMISSIONER OF REVENUE		Wire			
		B 01	215 013	ST TAX		\$1,475.63			
PO#:	Voucher #:	52735	Invoice	Invoice No: S2027010	7/10/2026	Paid Amt:	\$1,475.63		
		B 01	215 013	ST TAX		\$3,413.56			
PO#:	Voucher #:	52725	Invoice	Invoice No: S2026241	7/10/2026	Paid Amt:	\$3,413.56		
		B 01	215 013	ST TAX		\$943.57			
PO#:	Voucher #:	52731	Invoice	Invoice No: S2026250	7/10/2026	Paid Amt:	\$943.57		
						Check Amount:	\$5,832.76		
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
		B 01	215 017	PERA		\$2,831.76			
PO#:	Voucher #:	52732	Invoice	Invoice No: S2026250	7/10/2026	Paid Amt:	\$2,831.76		
		B 01	215 017	PERA		\$1,123.42			
PO#:	Voucher #:	52736	Invoice	Invoice No: S2027010	7/10/2026	Paid Amt:	\$1,123.42		
						Check Amount:	\$3,955.18		
SBT	00710			TEACHERS RETIREMENT		Wire			
		B 01	215 018	TRA		\$18,153.53			
PO#:	Voucher #:	52727	Invoice	Invoice No: S2026241	7/10/2026	Paid Amt:	\$18,153.53		
		B 01	215 018	TRA		\$1,189.31			
PO#:	Voucher #:	52733	Invoice	Invoice No: S2026250	7/10/2026	Paid Amt:	\$1,189.31		
		B 01	215 018	TRA		\$4,613.10			
PO#:	Voucher #:	52737	Invoice	Invoice No: S2027010	7/10/2026	Paid Amt:	\$4,613.10		
						Check Amount:	\$23,955.94		

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	2313			Educators Benefit Consultants		Wire			
			B 01 215 035		HSA Employee Deduction		\$347.61		
PO#:	Voucher #:	52729	Invoice	Invoice No: S2026250	7/10/2026	Paid Amt:	\$347.61		
						Check Amount:	\$347.61		
SBT	3017			EFTPS		Wire			
			B 01 215 010		FICA/MD		\$4,033.10		
			B 01 215 011		FED TAX		\$1,375.77		
PO#:	Voucher #:	52730	Invoice	Invoice No: S2026250	7/10/2026	Paid Amt:	\$5,408.87		
			B 01 215 010		FICA/MD		\$14,592.30		
			B 01 215 011		FED TAX		\$5,583.43		
PO#:	Voucher #:	52723	Invoice	Invoice No: S2026241	7/10/2026	Paid Amt:	\$20,175.73		
			B 01 215 010		FICA/MD		\$5,047.58		
			B 01 215 011		FED TAX		\$2,760.08		
PO#:	Voucher #:	52734	Invoice	Invoice No: S2027010	7/10/2026	Paid Amt:	\$7,807.66		
						Check Amount:	\$33,392.26		
SBT	3022			Common Remitter		Wire			
			B 01 215 005		PAYANNU		\$60.42		
PO#:	Voucher #:	52726	Invoice	Invoice No: S2026241	7/10/2026	Paid Amt:	\$60.42		
			B 01 215 005		PAYANNU		\$1,375.01		
PO#:	Voucher #:	52738	Invoice	Invoice No: S2027010	7/10/2026	Paid Amt:	\$1,375.01		
			B 01 215 005		PAYANNU		\$3,864.09		
PO#:	Voucher #:	52728	Invoice	Invoice No: S2026241	7/10/2026	Paid Amt:	\$3,864.09		
			B 01 215 005		PAYANNU		\$687.29		
PO#:	Voucher #:	52722	Invoice	Invoice No: S2026241	7/10/2026	Paid Amt:	\$687.29		
						Check Amount:	\$5,986.81		
SBT	3034			elan Corporate		Wire			
			E 01 005 640 000 316 366		FY2026 Staff Development		\$57.61		
			E 01 005 760 000 720 440		Fuel		\$46.01		
			E 01 005 110 000 000 401		Administration Subscriptions		\$20.00		
			E 02 005 770 000 701 366		Staff Development - Food Service		\$15.32		
			E 01 005 257 000 000 401		Technology Supplies		\$299.98		
PO#:	Voucher #:	52708	Invoice	Invoice No: June/July 2026 Stmt	7/9/2026	Paid Amt:	\$438.92		
						Check Amount:	\$438.92		

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	3034			elan Corporate		Wire			
			E 01	005 640 000 316 366	FY2027 Staff Development	\$909.41			
PO#:	Voucher #:	52709	Invoice	Invoice No:	June/July 2026 Stmt	7/9/2026	Paid Amt:	\$909.41	
							Check Amount:	\$909.41	
SBT	4746			Minnesota Paid Leave		Wire			
			E 01	100 203 000 000 281	MN Paid Leave Premium	\$10,933.60			
PO#:	Voucher #:	52746	Invoice	Invoice No:	7986821	6/30/2026	Paid Amt:	\$10,933.60	
							Check Amount:	\$10,933.60	
SBT	3034			elan Corporate		Wire			
			E 04	005 505 280 321 401	Community Education Supplies	\$337.06			
PO#:	Voucher #:	52758	Invoice	Invoice No:	June/July 26 Stmt	7/14/2026	Paid Amt:	\$337.06	
							Check Amount:	\$337.06	
SBT	3034			elan Corporate		Wire			
			E 01	100 203 033 000 430	K Buysse Classroom Supplies	\$12.50			
			E 01	100 203 021 000 430	J Bradley Classroom Supplies	\$52.60			
			E 01	100 203 022 000 430	K Dalager Classroom Supplies	\$74.69			
			E 01	100 203 000 000 460	Elementary Workbooks - KD & JB	\$255.27			
			E 01	005 110 000 000 401	Administration Subscriptions	\$35.00			
			E 01	005 640 000 316 366	Staff Development - All Levels	\$590.00			
			E 02	005 770 000 701 401	Paper Folders	\$12.82			
			E 01	005 257 000 000 305	Technology Innovation Funding	\$628.39			
			E 01	005 108 000 795 405	JAMF License	\$1,483.54			
			E 01	300 050 000 000 820	HS Principal Membership	\$668.64			
			E 01	005 810 000 000 401	Custodial Supplies	\$47.98			
			E 01	100 203 000 000 401	Chair Slippers - Elementary Furniture	\$471.22			
			E 01	300 298 000 000 401	Apple Subscriptions	\$12.74			
			E 01	300 292 207 000 369	FCCLA National Trip Expenses	\$14,568.90			
PO#:	Voucher #:	52757	Invoice	Invoice No:	June/July 26 Stmt	7/14/2026	Paid Amt:	\$18,914.29	
							Check Amount:	\$18,914.29	
SBT	53411 4374			Granite Telecommunications		Check			
			E 01	005 810 000 000 320	Monthly Usage Statement	\$170.74			
PO#:	Voucher #:	52618	Invoice	Invoice No:	749250756	6/12/2026	Paid Amt:	\$170.74	
							Check Amount:	\$170.74	

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53412	4746		Minnesota Paid Leave		Check
			E 01 300 211 000 000 281	MN Paid Leave Payment		\$694.65
PO#:	Voucher #:	52619	Invoice	Invoice No: 19615645	6/12/2026	Paid Amt: \$694.65
						Check Amount: \$694.65
SBT	53413	2860		MN FCCLA		Check
			E 01 005 640 000 316 366	2026 MN FCCLA Leadership		\$190.00
PO#:	Voucher #:	52617	Invoice	Invoice No: 26 Leadership	6/12/2026	Paid Amt: \$190.00
						Check Amount: \$190.00
SBT	53414	3558		ADVANCED HEALTH, SAFETY, & SECURITY		Check
			E 01 005 810 000 000 350	Move TV in Classroom		\$95.00
			E 01 005 810 000 000 350	Cables & Re-Mount TVs		\$130.00
PO#:	Voucher #:	52633	Invoice	Invoice No: IN6378MN	6/18/2026	Paid Amt: \$225.00
						Check Amount: \$225.00
SBT	53415	2347		Avera Marshall Regional Med Ct		Check
			E 01 300 298 000 000 305	Athletic Training - 4/19 through 5/16		\$1,443.80
PO#:	Voucher #:	52628	Invoice	Invoice No: CINV-023919	6/18/2026	Paid Amt: \$1,443.80
						Check Amount: \$1,443.80
SBT	53416	2323		Borch Sporting Goods		Check
			E 01 300 296 228 000 401	District Blend Tee - Minneota Canby Fastpitch		\$252.00
PO#:	Voucher #:	52637	Invoice	Invoice No: AYA003785-YA01	6/18/2026	Paid Amt: \$252.00
			E 01 300 298 000 000 401	M Letters for Student Awards		\$1,400.00
PO#: 11467	Voucher #:	52624	Invoice	Invoice No: AYA003669-YA04	6/18/2026	Paid Amt: \$1,400.00
			E 01 300 296 228 000 401	Vikings Softball - Team Shirts		\$378.00
PO#:	Voucher #:	52638	Invoice	Invoice No: AYA003739-YA02	6/18/2026	Paid Amt: \$378.00
			E 01 300 296 228 000 401	Coaches - Rival Woven Jacket		\$192.00
PO#:	Voucher #:	52636	Invoice	Invoice No: AYA003721-YA04	6/18/2026	Paid Amt: \$192.00
						Check Amount: \$2,222.00
SBT	53417	3729		Border States Electric		Check
			E 01 005 865 000 370 401	Lumen Select Box		\$69.28
PO#:	Voucher #:	52625	Invoice	Invoice No: 932615283	6/18/2026	Paid Amt: \$69.28
			E 01 005 865 000 370 401	Lith - Fieldset OTI 50Q		\$63.40
PO#:	Voucher #:	52639	Invoice	Invoice No: 932639234	6/18/2026	Paid Amt: \$63.40
						Check Amount: \$132.68

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53418	4381		Data Processing Design Inc.		Check
			E 01 005 810 000 000 320	Monthly Usage Statement		\$30.99
PO#:	Voucher #:	52626	Invoice	Invoice No: EGOLD-12209540	6/18/2026	Paid Amt: \$30.99
						Check Amount: \$30.99
SBT	53420	4126		KDS REPAIR LLC		Check
			E 01 005 760 000 720 350	Snowblower - Fuel filter, Cutting Edge		\$391.51
PO#:	Voucher #:	52629	Invoice	Invoice No: 1806	6/18/2026	Paid Amt: \$391.51
						Check Amount: \$391.51
SBT	53421	2474		School Nurse Supply, Inc.		Check
			E 01 005 760 000 720 401	ITEM# 27315 EZ-Cleans Plus Spill Clean-up Kit		\$10.50
			E 01 005 760 000 720 401	ITEM# 5832 CURAD Complete First Aid Kit		\$17.95
			B 01 131 000	ITEM# 23480 Instant Cold Packs - 5" x 9" Large		\$348.00
			B 01 131 000	ITEM# 23481 Insulated Instant Hot Packs - 5" x		\$115.50
			B 01 131 000	ITEM# 20231 Non-Woven Disposable Covers		\$152.00
			B 01 131 000	ITEM# 18762 PURELL Advanced Refreshing G		\$74.90
			B 01 131 000	ITEM# 06450C Halyard Lavender Nitrile Powder		\$275.00
			B 01 131 000	ITEM# 16243C Sani-Cloth AF3 (Alcohol-Free) C		\$126.00
			B 01 131 000	ITEM# 29940C Plastic Cups, 5oz, 2500 ct		\$95.00
			B 01 131 000	ITEM# 25426 Medi-First Lubricant Eye Drops (3		\$13.50
			B 01 131 000	ITEM# 34149 Skintegrity Wound Cleaner (16 oz		\$31.00
			B 01 131 000	ITEM# 12517 SureTemp Plus 690 and 692 Prot		\$49.50
			B 01 131 000	ITEM# 11205 Alcohol Prep Pads		\$3.29
			B 01 131 000	ITEM# 23222 SNS Facial Tissues		\$18.90
			B 01 131 000	ITEM# 18275 Sterile First Aid Eye/Skin Wash		\$4.09
			B 01 131 000	ITEM# 50261 SNS Flexible Fabric Adhesive Bar		\$52.50
			B 01 131 000	ITEM# 5316 SNS Flexible Fabric Adhesive Banc		\$15.58
			B 01 131 000	ITEM# 6370 Curity Flexible Bandages, 3/4" x 3",		\$136.00
			B 01 131 000	ITEM# 5300 SNS Flexible Fabric Adhesive Banc		\$11.78
			B 01 131 000	ITEM# 17236 Hygea Sterile Saline Wipes (24-ct		\$7.85
			B 01 131 000	ITEM# 18455 Hydrogen Peroxide 3%, 8oz		\$1.29
			B 01 131 000	ITEM# 18095 Triple Antibiotic Ointment, 1 oz tul		\$8.58
			B 01 131 000	ITEM# 16740 12-ply Non-Sterile Gauze Sponge		\$12.87
			B 01 131 000	ITEM# 16750 12-ply Non-Sterile Gauze Sponge		\$14.58
			B 01 131 000	ITEM# 16255 4-Ply Non-Woven Extra Soft Gauz		\$3.49
			B 01 131 000	ITEM# 18281 Eye Cups - Plastic (Sterile)		\$22.50

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Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53421	2474		School Nurse Supply, Inc.		Check
			B 01 131 000	ITEM# 5305 SNS Flexible Fabric Adhesive Banc		\$5.85
PO#:	11501	Voucher #:	52630	Invoice Invoice No: INV1094931	6/18/2026	Paid Amt: \$1,628.00
						Check Amount: \$1,628.00
SBT	53422	2238		SNA Lockbox - Certification		Check
			E 02 005 770 000 701 366	RV Membership Renewal		\$64.50
PO#:		Voucher #:	52632	Invoice Invoice No: 687956	6/18/2026	Paid Amt: \$64.50
						Check Amount: \$64.50
SBT	53424	4478		Windom Public Schools		Check
			E 01 300 296 228 000 369	5/16 JH Softball Tournament		\$125.00
PO#:		Voucher #:	52627	Invoice Invoice No: 5/16 JH Softball	6/18/2026	Paid Amt: \$125.00
						Check Amount: \$125.00
SBT	53425	00286		YELLOW MEDICINE EAST		Check
			E 01 300 790 000 313 401	YMIC Event Expense - FY26		\$4,590.59
PO#:		Voucher #:	52631	Invoice Invoice No: 1045	6/18/2026	Paid Amt: \$4,590.59
						Check Amount: \$4,590.59
SBT	53426	01568		Minneota Education Minnesota Organization		Check
			B 01 215 028	DUES		\$1,404.69
PO#:		Voucher #:	52646	Invoice Invoice No: S2026240	6/25/2026	Paid Amt: \$1,404.69
						Check Amount: \$1,404.69
SBT	53427	4747		Minneota GBB Boosters		Check
			R 01 300 298 022 000 099	FY 2026 HUDL Refund		\$226.09
			R 01 300 298 022 000 099	FY 2025 HUDL Refund		\$1,500.00
PO#:		Voucher #:	52642	Invoice Invoice No: HUDL Refund	6/24/2026	Paid Amt: \$1,726.09
						Check Amount: \$1,726.09
SBT	53428	2362		Minneota Volleyball Boosters		Check
			R 01 300 298 022 000 099	FY2026 HUDL Refund		\$226.09
PO#:		Voucher #:	52641	Invoice Invoice No: HUDL Refund	6/24/2026	Paid Amt: \$226.09
						Check Amount: \$226.09
SBT	53429	4309		AMTRUST FINANCIAL		Check
			B 01 131 000	Worker's Compensation Insurance		\$14,004.50
			B 01 131 000	Worker's Compensation Insurance		\$14,004.50
PO#:		Voucher #:	52660	Invoice Invoice No: 31139133	6/24/2026	Paid Amt: \$28,009.00
						Check Amount: \$28,009.00
SBT	53430	4748		ASPi Solutions, Inc		Check
			B 01 131 000	Services: Card Reader		\$698.00

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53430	4748		ASPI Solutions, Inc		Check		
			B 01 131 000	Discounts: Card Reader		(\$698.00)		
			B 01 131 000	Onboarding - Bound Pro		\$1,499.00		
			B 01 131 000	Discounts: Onboarding		(\$749.50)		
PO#:	Voucher #:	52655	Invoice	Invoice No: 20260421-142146285_0	6/24/2026	Paid Amt:	\$749.50	
			B 01 131 000	Services: Pro - Bound Pro		\$3,500.00		
			B 01 131 000	Discounts - Bound Pro		(\$1,750.00)		
PO#:	Voucher #:	52654	Invoice	Invoice No: 20260421-142146285_1	6/24/2026	Paid Amt:	\$1,750.00	
						Check Amount:	\$2,499.50	
SBT	53431	3729		Border States Electric		Check		
			E 01 005 865 000 370 401	MIW 48-00-1301 BLD 5PK		\$22.47		
PO#:	Voucher #:	52653	Invoice	Invoice No: 932653089	6/24/2026	Paid Amt:	\$22.47	
						Check Amount:	\$22.47	
SBT	53432	3420		CAMFIL USA, INC		Check		
			E 01 005 865 000 380 350	AHU Filters Replacement		\$4,350.21		
PO#:	Voucher #:	52659	Invoice	Invoice No: 30645125	6/24/2026	Paid Amt:	\$4,350.21	
						Check Amount:	\$4,350.21	
SBT	53433	2482		CONTINENTAL CLAY CO		Check		
			E 01 300 212 000 000 430	Stroke & Coat Kit #2, Pints Light Colors		\$185.60		
			E 01 300 212 000 000 430	Stroke & Coat Kit #3, Pints Bright Colors		\$185.60		
PO#: 11466	Voucher #:	52656	Invoice	Invoice No: INV000217597	6/24/2026	Paid Amt:	\$371.20	
						Check Amount:	\$371.20	
SBT	53434	4749		GreatAmerica Financial Svcs.		Check		
			E 01 005 257 000 302 560	Standard Payment - Monthly Useage		\$1,283.01		
PO#:	Voucher #:	52658	Invoice	Invoice No: 42250467	6/24/2026	Paid Amt:	\$1,283.01	
						Check Amount:	\$1,283.01	
SBT	53435	00380		Johnson Controls Building Solutions LLC		Check		
			E 01 005 865 000 380 350	Both Compressors - Inoperative		\$1,369.50		
PO#:	Voucher #:	52657	Invoice	Invoice No: 1-137834260306	6/24/2026	Paid Amt:	\$1,369.50	
						Check Amount:	\$1,369.50	
SBT	53436	2860		MN FCCLA		Check		
			E 01 300 292 207 000 366	Advisor Fees		\$30.00		
PO#:	Voucher #:	52662	Invoice	Invoice No: Advisor Fee	6/24/2026	Paid Amt:	\$30.00	
						Check Amount:	\$30.00	
SBT	53437	3222		MREA		Check		
			B 01 131 000	Base Fee - FY2027		\$1,100.00		

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53437	3222		MREA		Check
			B 01 131 000	Legislative Fee - \$1/APU		\$536.00
PO#:	Voucher #:	52652	Invoice	Invoice No: 2627-5000-1566-01	6/24/2026	Paid Amt: \$1,636.00
						Check Amount: \$1,636.00
SBT	53438	00505		THE MINNEOTA MASCOT		Check
			E 01 005 010 000 000 305	Help Wanted - Paraprofessional		\$312.00
			E 01 005 010 000 000 305	Help Wanted - Sped		\$192.00
			E 01 005 010 000 000 305	School Board Minutes		\$168.00
PO#:	Voucher #:	52661	Invoice	Invoice No: 6/23/26 Stmt	6/24/2026	Paid Amt: \$672.00
						Check Amount: \$672.00
SBT	53439	00017		AMERICAN FAMILY ASSURANCE		Check
			B 01 215 026	Group Life - Payroll Deduction		\$1,168.00
PO#:	Voucher #:	52670	Invoice	Invoice No: 215431	6/24/2026	Paid Amt: \$1,168.00
						Check Amount: \$1,168.00
SBT	53440	3303		Legal Shield		Check
			B 01 215 033	Group Legal - Payroll Deduction		\$181.40
PO#:	Voucher #:	52663	Invoice	Invoice No: 06/15/2026	6/24/2026	Paid Amt: \$181.40
						Check Amount: \$181.40
SBT	53441	1080		MN NCPERS Life Insurance		Check
			B 01 215 025	SB - Payroll Deduction		\$16.00
PO#:	Voucher #:	52664	Invoice	Invoice No: 185001072026	6/24/2026	Paid Amt: \$16.00
						Check Amount: \$16.00
SBT	53442	2490		USAbLe Life		Check
			B 01 215 027	Group Life - Payroll Deduction		\$44.80
PO#:	Voucher #:	52667	Invoice	Invoice No: 0007076160	6/24/2026	Paid Amt: \$44.80
			B 01 215 027	Group Life - Payroll Deduction		\$106.48
PO#:	Voucher #:	52668	Invoice	Invoice No: 0007076134	6/24/2026	Paid Amt: \$106.48
						Check Amount: \$151.28
SBT	53443	4518		VSP Insurance Co (CT)		Check
			B 01 215 034	Group Vision - Payroll Deduction		\$215.78
PO#:	Voucher #:	52666	Invoice	Invoice No: 825381033	6/24/2026	Paid Amt: \$215.78
						Check Amount: \$215.78
SBT	53445	01568		Minneota Education Minnesota Organization		Check
			B 01 215 028	DUES		\$1,131.44
PO#:	Voucher #:	52724	Invoice	Invoice No: S2026241	7/10/2026	Paid Amt: \$1,131.44
						Check Amount: \$1,131.44

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53446	4250		American Welding & Gas, Inc		Check
			E 01 300 301 000 830 433	Acetylene Cylinder		\$21.00
			E 01 300 301 000 830 433	Argon Cylinder		\$9.30
			E 01 300 301 000 830 433	Oxygen 174595 Cylinder		\$21.00
			E 01 300 301 000 830 433	Argon/CO2 Mix Cylinder		\$73.50
			E 01 300 301 000 830 433	Cyl/Tank Rent Hazmat		\$9.26
PO#:	Voucher #:	52673	Invoice	Invoice No: 0011775987	7/9/2026	Paid Amt: \$134.06
						Check Amount: \$134.06
SBT	53447	2347		Avera Marshall Regional Med Ct		Check
			E 01 300 298 000 000 305	Training Hours - 5/17 to 6/13		\$936.60
PO#:	Voucher #:	52694	Invoice	Invoice No: CINV-024588	7/9/2026	Paid Amt: \$936.60
						Check Amount: \$936.60
SBT	53448	2927		Big Stone Therapies, Inc.		Check
			E 01 005 404 000 740 394	PT Mileage		\$18.86
			E 01 005 404 000 740 394	PT Drive Time		\$51.80
			E 01 005 404 000 740 394	PT		\$86.10
PO#:	Voucher #:	52685	Invoice	Invoice No: 32567	7/9/2026	Paid Amt: \$156.76
						Check Amount: \$156.76
SBT	53449	02041		BISBEE PLUMBING & HEATING		Check
			E 01 005 865 000 380 350	Coupling 3" Vic		\$327.68
			E 01 005 865 000 380 350	Elbow 90 3" Vic		\$132.82
			E 01 005 865 000 380 350	Diamond Energy - Reinsulate		\$303.49
			E 01 005 865 000 380 350	Heating System Labor		\$1,550.00
PO#:	Voucher #:	52672	Invoice	Invoice No: 77649	7/9/2026	Paid Amt: \$2,313.99
						Check Amount: \$2,313.99
SBT	53450	4114		BK'S PLUMBING LLC		Check
			E 01 005 865 000 381 350	3-26 Tested Water Hardness		\$232.82
			E 01 005 865 000 381 350	4-1 Tested Water		\$0.54
			E 01 005 865 000 381 350	4-3 Cleaned Mop Sink		\$0.00
PO#:	Voucher #:	52692	Invoice	Invoice No: 4301	7/9/2026	Paid Amt: \$233.36
						Check Amount: \$233.36
SBT	53451	00240		Brad's Market		Check
			E 04 005 505 290 321 401	Trap Team Family Night		\$483.56
PO#:	Voucher #:	52706	Invoice	Invoice No: 6/30/26 Stmt	7/9/2026	Paid Amt: \$483.56
						Check Amount: \$483.56

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53452	00116		CITY OF MINNEOTA		Check
			E 01 005 810 186 000 330	Garbage		\$2,468.13
			E 01 005 810 183 000 330	Water/Sewer		\$2,577.40
PO#:	Voucher #:	52710	Invoice	Invoice No: 1.00328.01	7/9/2026	Paid Amt: \$5,045.53
						Check Amount: \$5,045.53
SBT	53453	4099		Cole Papers Inc		Check
			E 01 005 810 000 000 401	Drain Hose Assembly 1.5x13		\$39.45
PO#:	Voucher #:	52674	Invoice	Invoice No: 10731445	7/9/2026	Paid Amt: \$39.45
						Check Amount: \$39.45
SBT	53454	4755		D & M Masonry		Check
			E 01 005 810 192 000 350	Tuck Pointing - Lower Patch		\$1,870.00
			E 01 005 810 192 000 350	Tuck Pointing - North Wall Elementary		\$15,700.00
PO#:	Voucher #:	52713	Invoice	Invoice No: 7-6-2026	7/9/2026	Paid Amt: \$17,570.00
						Check Amount: \$17,570.00
SBT	53455	4751		Farmward Cooperative		Check
			E 01 005 810 192 000 440	Building Fuel		\$16,163.40
PO#:	Voucher #:	52677	Invoice	Invoice No: 9124469	7/9/2026	Paid Amt: \$16,163.40
			E 01 005 760 000 720 440	Bus Fuel		\$250.76
			E 01 005 760 000 720 440	Van Fuel		\$598.26
			E 01 005 760 000 720 350	Tires, Oil Change		\$540.35
PO#:	Voucher #:	52707	Invoice	Invoice No: 6/30/26 Stmt	7/9/2026	Paid Amt: \$1,389.37
						Check Amount: \$17,552.77
SBT	53456	00275		GISLASON'S HARDWARE		Check
			E 01 005 810 191 000 401	Grounds Supplies		\$194.46
			E 01 005 810 000 000 401	Custodial Supplies		\$404.33
			E 01 300 301 000 830 433	Shop Supplies		\$30.98
PO#:	Voucher #:	52691	Invoice	Invoice No: 6/30/26 Stmt	7/9/2026	Paid Amt: \$629.77
						Check Amount: \$629.77
SBT	53457	01595		HENLE PRINTING COMPANY		Check
			E 01 005 105 000 000 305	Minneota School Referendum Full Color		\$33.26
			E 01 005 105 000 000 305	Minneota School Referendum Poster		\$25.13
			E 01 005 105 000 000 305	Minneota School Referendum Page Label		\$5.32
PO#:	Voucher #:	52697	Invoice	Invoice No: 184411	7/9/2026	Paid Amt: \$63.71
			E 01 005 105 000 000 305	Minneota Referendum Posters		\$489.31
PO#:	Voucher #:	52698	Invoice	Invoice No: 184385	7/9/2026	Paid Amt: \$489.31
						Check Amount: \$553.02

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Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	53458	1926		LAKESHORE BASICS AND BEYOND		Check			
			E 01	100 203 000 000 401	Shipping	\$813.15			
			E 01	100 203 000 000 401	LK317CG Modern Edge 18" Stacking Chair - Cl	\$5,421.00			
PO#: 11517	Voucher #:	52693	Invoice	Invoice No: 94037467	7/9/2026	Paid Amt:	\$6,234.15		
			E 01	005 810 000 000 401	Item#LC663 Flex-Space Write&Wipe Mobile Re	\$7,990.00			
			E 01	005 810 000 000 401	Item#LC679 Flex-Space Mobile Round Tables -	\$3,895.00			
			E 01	005 810 000 000 401	Shipping	\$1,782.76			
PO#: 11519	Voucher #:	52689	Invoice	Invoice No: 93994715	7/9/2026	Paid Amt:	\$13,667.76		
			E 01	100 203 000 000 401	LK317CG Modern Edge 18" Stacking Chair - Cl	\$2,224.00			
			E 01	100 203 000 000 401	Minnesota Tax ID: 8007328	\$0.00			
			E 01	100 203 000 000 401	Shipping	\$333.60			
PO#: 11517	Voucher #:	52696	Invoice	Invoice No: 94050243	7/9/2026	Paid Amt:	\$2,557.60		
						Check Amount:	\$22,459.51		
SBT	53459	2701		Martin Hennen		Check			
			E 01	005 110 000 000 401	ACH Return - FY2026 Mtgs	\$1,153.67			
PO#:	Voucher #:	52675	Invoice	Invoice No: FY2026 Mtgs - ACH	7/9/2026	Paid Amt:	\$1,153.67		
						Check Amount:	\$1,153.67		
SBT	53460	4754		Martin Marietta Materials		Check			
			E 01	300 298 000 000 401	3/8 Minus Limestone	\$212.52			
PO#:	Voucher #:	52711	Invoice	Invoice No: 49698526	7/9/2026	Paid Amt:	\$212.52		
						Check Amount:	\$212.52		
SBT	53461	4752		Michael & Colleen Ludwikowski		Check			
			R 02	005 000 000 701 601	ML Request Lunch Refund	\$662.85			
PO#:	Voucher #:	52687	Invoice	Invoice No: Lunch Refund - Req.	7/9/2026	Paid Amt:	\$662.85		
						Check Amount:	\$662.85		
SBT	53462	1828		Minneota Building Materials		Check			
			E 01	005 810 000 000 401	Custodial Supplies	\$20.67			
			E 01	300 301 000 830 433	Shop Supplies - HS	\$72.53			
PO#:	Voucher #:	52702	Invoice	Invoice No: 6/30/26 Stmt	7/9/2026	Paid Amt:	\$93.20		
						Check Amount:	\$93.20		
SBT	53464	00528		MUSIC STREET		Check			
			E 01	300 258 231 000 430	Ka-15s Ukulele	\$715.00			
			E 01	300 258 231 000 430	Kazoo	\$9.00			
PO#: 11468	Voucher #:	52701	Invoice	Invoice No: 229115735	7/9/2026	Paid Amt:	\$724.00		
						Check Amount:	\$724.00		

Minneota Public School

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	53465	4018		PEMBERTON LAW, P.L.L.P		Check			
			E 01 005 010 000 000 305	Professional Services		\$365.00			
PO#:	Voucher #:	52745	Invoice	Invoice No: 71	7/9/2026	Paid Amt:	\$365.00		
						Check Amount:	\$365.00		
SBT	53466	2446		Pete's Electric Motor Repair		Check			
			E 01 005 810 192 000 350	Pump Motor #1 - Bracket & Brush		\$535.59			
PO#:	Voucher #:	52699	Invoice	Invoice No: 19404	7/9/2026	Paid Amt:	\$535.59		
						Check Amount:	\$535.59		
SBT	53467	4003		SCHOOLSIN		Check			
			E 01 005 810 000 000 401	Model: ACA-AL-3060 - SKU: ACA-AL-3060-GN		\$6,188.26			
			E 01 005 810 000 000 401	Freight		\$1,601.56			
PO#: 11518	Voucher #:	52686	Invoice	Invoice No: INV0102132	7/9/2026	Paid Amt:	\$7,789.82		
						Check Amount:	\$7,789.82		
SBT	53468	3557		Southwest Sportsmen Club, Inc.		Check			
			E 04 005 505 290 321 401	White Flyer Clay Targets		\$4,575.12			
PO#:	Voucher #:	52676	Invoice	Invoice No: 6/25/2026	7/9/2026	Paid Amt:	\$4,575.12		
						Check Amount:	\$4,575.12		
SBT	53469	00211		SW/WC SERVICE COOPERATIVES		Check			
			E 01 005 257 000 000 305	Cybersecurity Services		\$503.16			
			E 01 005 257 000 000 305	Tech Support		\$1,985.08			
PO#:	Voucher #:	52704	Invoice	Invoice No: 6/30/26 Stmt	7/9/2026	Paid Amt:	\$2,488.24		
			E 01 005 110 000 000 305	Bank Reconciliation Assistance		\$85.00			
			E 01 005 257 000 000 305	AI Guidance Workshop		\$626.00			
			E 01 005 257 000 000 305	Technology Integration		\$1,077.33			
			E 01 005 257 000 000 305	Tech Support		\$1,985.08			
			E 01 005 257 000 000 305	Cybersecurity Service		\$503.16			
PO#:	Voucher #:	52705	Invoice	Invoice No: 5/31/26 Stmt	7/9/2026	Paid Amt:	\$4,276.57		
						Check Amount:	\$6,764.81		
SBT	53470	00505		THE MINNEOTA MASCOT		Check			
			E 01 005 105 000 000 305	Commissioner of Dept of Education		\$476.00			
PO#:	Voucher #:	52690	Invoice	Invoice No: 92715	7/9/2026	Paid Amt:	\$476.00		
			E 01 005 010 000 000 305	Board Minutes - 5/13/26		\$115.50			
PO#:	Voucher #:	52695	Invoice	Invoice No: 92713	7/9/2026	Paid Amt:	\$115.50		
			E 01 005 105 000 000 305	MPS School Resolution & Filling Notice		\$115.50			
PO#:	Voucher #:	52703	Invoice	Invoice No: 92714	7/9/2026	Paid Amt:	\$115.50		
						Check Amount:	\$707.00		

Detail Payment Register By Check

7/15/2026

10:56 AM

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	53471	00116		CITY OF MINNEOTA		Check		
			E 01	100 790 000 000 369	Bounce Back Summer Program Trip	\$100.00		
PO#:	Voucher #:	52712	Invoice	Invoice No:	Bounce Back FY2027	7/9/2026	Paid Amt:	\$100.00
							Check Amount:	\$100.00
SBT	53472	4099		Cole Papers Inc		Check		
			E 01	005 810 000 000 401	Betco Hard As Nails Floor Finish - 5 Gallon	\$183.86		
			E 01	005 810 000 000 401	Black Can Liner	\$225.45		
			E 01	005 810 000 000 401	Jumbo 2Ply Bath Tissue	\$811.80		
			E 01	005 810 000 000 401	Universal Hi Cap Whit Hard Roll Towel	\$699.60		
			E 01	005 810 000 000 401	Disinfectant Cleaner RCT Concentrate	\$581.34		
			E 01	005 810 000 000 401	Scotchgar Stone Floor Protector	\$391.58		
			E 01	005 810 000 000 401	Red Buffer Pad 17"	\$46.96		
			E 01	005 810 000 000 401	VPK Select 11x9 White 2Ply Kitchen Roll Towel	\$364.30		
			E 01	005 810 000 000 401	Absorbent Powder Lemon	\$79.60		
			E 01	005 810 000 000 401	Clear Vinyl Powder Free Exam Glove	\$36.72		
PO#:	Voucher #:	52682	Invoice	Invoice No:	10723530	7/9/2026	Paid Amt:	\$3,421.21
			E 01	005 810 000 000 401	Scott Essential Ocean AirFresher	\$127.78		
PO#:	Voucher #:	52679	Invoice	Invoice No:	10725417	7/9/2026	Paid Amt:	\$127.78
							Check Amount:	\$3,548.99
SBT	53473	3293		Edmentum		Check		
			E 01	100 203 000 795 406	Study Island - ELA, Math, Science Library - Year	\$1,485.25		
PO#: 11515	Voucher #:	52719	Invoice	Invoice No:	INV32665784	7/9/2026	Paid Amt:	\$1,485.25
							Check Amount:	\$1,485.25
SBT	53474	4268		ExploreLearning LLC		Check		
			E 01	100 203 000 795 406	Bundle: Reflex + Frax - Year 1	\$4,531.95		
			B 01	131 000	Bundle: Reflex + Frax - Year 2	\$4,531.95		
			B 01	131 000	Bundle: Reflex + Frax - Year 3	\$4,531.95		
PO#: 11511	Voucher #:	52720	Invoice	Invoice No:	CI-00834712	7/9/2026	Paid Amt:	\$13,595.85
							Check Amount:	\$13,595.85
SBT	53475	4161		GimKit, Inc		Check		
			E 01	100 203 000 795 406	Gimkit Department License	\$650.00		
PO#: 11514	Voucher #:	52717	Invoice	Invoice No:	LKMHLBXY-0001	7/9/2026	Paid Amt:	\$650.00
							Check Amount:	\$650.00

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	53476	01175		MINN. ELEVATOR SERVICE, INC.		Check			
			E 01	005 865 000 347 305	July Monthly Service	\$219.43			
PO#:	Voucher #:	52680	Invoice	Invoice No: 1195221	7/9/2026	Paid Amt:	\$219.43		
						Check Amount:	\$219.43		
SBT	53477	4498		NC3		Check			
			E 01	300 301 000 830 433	NC3Start Membership	\$1,000.00			
PO#:	Voucher #:	52684	Invoice	Invoice No: 14069	7/9/2026	Paid Amt:	\$1,000.00		
						Check Amount:	\$1,000.00		
SBT	53478	3870		Newsela		Check			
			E 01	100 203 000 795 405	Newsela	\$5,694.00			
PO#: 11503	Voucher #:	52683	Invoice	Invoice No: INV57891	7/9/2026	Paid Amt:	\$5,694.00		
						Check Amount:	\$5,694.00		
SBT	53479	4753		Nicholas Legeros Inc		Check			
			E 01	300 298 086 000 530	Meidt Komp Bronze Statue	\$5,000.00			
PO#:	Voucher #:	52688	Invoice	Invoice No: Meidt Komp #2	7/9/2026	Paid Amt:	\$5,000.00		
						Check Amount:	\$5,000.00		
SBT	53480	2009		Northwest Evaluation Assn.		Check			
			E 01	100 710 000 000 461	MAP Growth K-12	\$2,900.00			
			E 01	100 710 000 000 461	MAP Growth Foundations Online Annual License	\$1,100.00			
PO#:	Voucher #:	52721	Invoice	Invoice No: 864001	7/9/2026	Paid Amt:	\$4,000.00		
						Check Amount:	\$4,000.00		
SBT	53481	2315		Plunkett's Pest Control		Check			
			E 01	005 810 192 000 350	General Pest Control Program - July to June	\$439.98			
			E 01	005 810 192 000 350	Discount	(\$21.15)			
PO#:	Voucher #:	52700	Invoice	Invoice No: 10613114	7/9/2026	Paid Amt:	\$418.83		
						Check Amount:	\$418.83		
SBT	53482	3212		Riddell		Check			
			E 01	300 294 211 000 401	Helmets - Base Price	\$1,260.00			
			E 01	300 294 211 000 401	Helmets - Upcharge	\$225.00			
			E 01	300 294 211 000 401	Helmets - Nocsae License	\$4.20			
			E 01	300 294 211 000 401	Shipping & Handling	\$230.00			
PO#:	Voucher #:	52714	Invoice	Invoice No: 952499772	7/9/2026	Paid Amt:	\$1,719.20		
			E 01	300 294 211 000 401	Helmets - Base Price	\$3,052.00			
			E 01	300 294 211 000 401	Helmets - Nocsae License	\$11.20			

Detail Payment Register By Check

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53482	3212		Riddell		Check
			E 01 300 294 211 000 401	Shipping & Handling		\$580.00
PO#:	Voucher #:	52715	Invoice	Invoice No: 952495423	7/9/2026	Paid Amt: \$3,643.20
						Check Amount: \$5,362.40
SBT	53483	4070		SAVVAS		Check
			E 01 100 203 000 795 406	Social Studies - Grade 2		\$1,610.00
			E 01 100 203 000 795 406	Freight		\$128.80
PO#: 11507	Voucher #:	52716	Invoice	Invoice No: 7029314733	7/9/2026	Paid Amt: \$1,738.80
			E 01 100 203 000 795 406	Social Studies - Grade 1		\$1,380.00
			E 01 100 203 000 795 406	Social Studies - Grade 3		\$1,557.50
			E 01 100 203 000 795 406	Shipping & Handling		\$235.00
PO#: 11507	Voucher #:	52681	Invoice	Invoice No: 4027550908	7/9/2026	Paid Amt: \$3,172.50
						Check Amount: \$4,911.30
SBT	53484	3565		Starfall Education		Check
			E 01 005 108 000 795 406	MORE-C Classroom Membership		\$195.00
PO#: 11510	Voucher #:	52718	Invoice	Invoice No: 1374-5540-3258	7/9/2026	Paid Amt: \$195.00
						Check Amount: \$195.00
SBT	53485	4605		Cooperative Purchasing Connection		Check
			E 02 005 770 000 701 305	2025-26 School Year - CPC Food Service Progr		\$400.00
PO#:	Voucher #:	52748	Invoice	Invoice No: 103438	7/14/2026	Paid Amt: \$400.00
						Check Amount: \$400.00
SBT	53486	4374		Granite Telecommunications		Check
			E 01 005 810 000 000 320	Monthly Useage Statement		\$164.60
PO#:	Voucher #:	52751	Invoice	Invoice No: 754277533	7/14/2026	Paid Amt: \$164.60
						Check Amount: \$164.60
SBT	53487	00498		MINNESOTA UI FUND		Check
			E 01 300 211 000 000 281	HS Unemployment Benefits		\$9,266.67
			E 01 100 203 000 000 281	Elementary Unemployment Benefits		\$12,517.51
			E 01 005 770 000 000 281	FS Unemployment Benefits		\$4,181.88
PO#:	Voucher #:	52760	Invoice	Invoice No: 19668122	7/14/2026	Paid Amt: \$25,966.06
						Check Amount: \$25,966.06
SBT	53488	00560		OTTERTAIL POWER CO		Check
			E 01 005 810 184 000 330	School Building Electricity		\$7,937.32
			E 01 005 810 192 000 330	Ballfield Electricity		\$447.37
			E 01 005 810 192 000 330	Liftpump Electricity		\$35.70

Minneota Public School

Detail Payment Register By Check

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53488	00560		OTTERTAIL POWER CO		Check
			E 01 005 810 192 000 330	Garage Electricity		\$32.75
PO#:	Voucher #:	52749	Invoice	Invoice No: 6/30/26 Stmt	7/14/2026	Paid Amt: \$8,453.14
						Check Amount: \$8,453.14
SBT	53489	4319		ROBERT W. BAIRD CO		Check
			E 01 005 010 000 000 305	Continuing Disclosure Report		\$2,000.00
			E 01 005 010 000 000 305	Lincoln County		\$150.00
			E 01 005 010 000 000 305	Lyon County		\$150.00
			E 01 005 010 000 000 305	Yellow Medicine County		\$150.00
PO#:	Voucher #:	52747	Invoice	Invoice No: PF-26021202	7/14/2026	Paid Amt: \$2,450.00
						Check Amount: \$2,450.00
SBT	53490	00505		THE MINNEOTA MASCOT		Check
			E 01 005 010 000 000 305	Request for Bids - Bread, Dairy, Petroleum		\$84.00
PO#:	Voucher #:	52750	Invoice	Invoice No: 92765	7/14/2026	Paid Amt: \$84.00
						Check Amount: \$84.00
SBT	53491	4270		DeltaMath Solutions Inc		Check
			E 01 100 203 000 795 406	26-27 DeltaMath Schoolwide		\$380.00
PO#: 11504	Voucher #:	52752	Invoice	Invoice No: 29725	7/14/2026	Paid Amt: \$380.00
						Check Amount: \$380.00
SBT	53492	4373		ESGI LLC		Check
			E 01 100 203 000 795 406	ESGI 12 Month License		\$546.00
			E 01 100 203 000 795 406	Additional Student		\$8.00
PO#: 11508	Voucher #:	52756	Invoice	Invoice No: INVES016067	7/14/2026	Paid Amt: \$554.00
						Check Amount: \$554.00
SBT	53493	4745		Platform Athletics, LLC		Check
			E 01 100 203 000 000 460	K-5 Curriculum Package		\$500.00
PO#: 11527	Voucher #:	52755	Invoice	Invoice No: 77658	7/14/2026	Paid Amt: \$500.00
						Check Amount: \$500.00
SBT	53494	1280		Renaissance Learning, Inc.		Check
			E 01 100 203 000 000 405	FastBridge Subscription - Elementary		\$1,199.80
			E 01 300 211 000 000 405	FastBridge Subscription - Secondary		\$1,199.80
PO#:	Voucher #:	52759	Invoice	Invoice No: INV5712209	7/14/2026	Paid Amt: \$2,399.60
						Check Amount: \$2,399.60
SBT	53495	3212		Riddell		Check
			E 01 300 294 211 000 401	FB Helmet SF Echo		\$450.00
			E 01 300 294 211 000 401	FB Helmet SF Echo		\$450.00

Detail Payment Register By Check

Check Number: 53411-2147483647 Payment Date: 06/10/2026-7/31/2026 Period: 202612-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SBT	53495	3212		Riddell		Check
			E 01	300 294 211 000 401	FB Helmet Speed Flex	\$390.00
			E 01	300 294 211 000 401	FB Helmet Speed Icon	\$1,625.00
			E 01	300 294 211 000 401	Freight	\$121.95
PO#:	Voucher #:	52754	Invoice	Invoice No: 60566227	7/14/2026	Paid Amt: \$3,036.95
						Check Amount: \$3,036.95
SBT	53496	4598		SchoolStatus		Check
			E 01	005 257 000 000 406	Smore for Teams - Monthly Newsletter	\$1,085.00
PO#:	Voucher #:	52753	Invoice	Invoice No: INV-SS-7723	7/14/2026	Paid Amt: \$1,085.00
						Check Amount: \$1,085.00
SBT	53497	01527		FRANKS ELECTRIC & PLUMBING INC		Check
			E 01	005 865 000 370 350	Install Light	\$160.00
			E 02	005 770 000 701 350	Dishwasher Booster	\$5,332.34
PO#:	Voucher #:	52761	Invoice	Invoice No: 27531-C	7/14/2026	Paid Amt: \$5,492.34
						Check Amount: \$5,492.34
						Report Total: \$626,318.15

LEADERSHIP

REPORTS

LEADERSHIP REPORTS

BUILDINGS & GROUNDS-LTFM COMMITTEE

- ✓ Met on July 13
- ✓ Reviewed
 - Projected LTFM revenue
 - Potential LTFM “pay-as-you-go” expenses
 - Potential LTFM “bonded projects”



MHS Activities and CE Report

July 2026

Komp Facilities Update

Fence and Scoreboard taken down 7/8/26

New Steel Poles installed 7/14/26

Sussner's start electrical work 7/15/26

New scoreboard arrives 7/20/26

Scoreboard (physical) install to take 2-3 days

Daktronics Tech to arrive late the last week of July to complete their end of installation

AP Design to begin new signage installation last week of July/first week of August

Sussner's will continue electrical work throughout the duration of the project

Lights install to begin August 24

Kevin Buysse will come back and put the fence back up once we get the all clear that workers don't need access to the north endzone.

Once the fence is back up, Keven Larson will get sod/seed down in the dirt areas and will connect with Action Landscaping to adjust sprinklers

Summer Enrollment

Kindergarten: 38 (+1)

Grade 3: 46 (+1)

Elementary Updates

School Board Report

Nicolle Johnston

- Staffing
- Summer Professional Development
- Playground Update
- Bounce Back Summer Program
- Curriculum, Instruction, and Assessment Updates
- Looking Ahead



July 2026

Staffing Updates

- ❖ Hired Megan Hennen for paraprofessional position



Summer PD

Math Team: Finalized power standards, unpacked power standards, reviewed 3 curriculums.

- Envision Math (no for elementary/potential for high school), Bridges (no for elementary), GoMath (maybe for elementary - more work to do - grade 4 piloting curriculum)
- Looking to review Reveal Math

SpEd Team led by Taylor Niska: Ukeru Crisis Response Training

- **De-escalation Strategies:** Building an environment focused on comfort rather than control.
- **Trauma-Informed Care:** Understanding the neurobiological roots of student behavior.
- **Safe Blocking:** Using physical redirection and protective equipment rather than physical restraint

Playground Updates

Website up and running (thanks, Devann!): <https://www.minneotaschools.org/new-playground-project>



Additional grant application: US Bank - \$200,000

Summer Bounce Back

Students invited/qualified:

Students signed up:

Theme



Monday	Tuesday	Wednesday	Thursday
20 8:00 - 9:30 am → Reading/Math Instruction 9:30 - 10:00 am → Snack Break /Free time 10:00 - 11:00 → Whole Group: STEM Bins	21 8:00 - 9:30 am → Reading/Math Instruction 9:30 - 10:00 am → Snack Break/Free time 10:00 - 11:00 → Whole Group: Open Gym / Gaga Ball	22 8:00 - 8:45 am → Reading/Math Instruction 8:45 - 10:00 am → Whole Group:: 4-H Extension Activity! 10:00 - 11:00 am → Snack Break Free time	23 8:00 - 9:30 am → Reading/Math Instruction 9:30 - 10:00 am → Snack Break / Freetime 10:00 - 11:00 → Whole Group: Scavenger Hunt
27 8:00 - 9:30 am → Reading/Math Instruction 9:30 - 10:00 am → Snack Break / Freetime 10:00 - 11:00 → Whole Group Patriotic Art Project	28 8:00 - 9:30 am → Reading/Math Instruction 9:30 - 9:45 am → Snack Break / Freetime 9:45 - 10:45 am → Whole Group: Walk to the Minneota Library!	29 8:00 - 8:45 am → Reading/Math Instruction 8:45 - 10:00 am → Whole Group: 4-H Extension Activity! 10:00 - 11:00 am → Snack Break / Freetime	30 8:00 - 9:30 am → Reading/Math Instruction 9:30 - 10:00 am → Snack Break / Freetime 10:00 - 11:15→ Whole Group: Swim @ Pool!

Curriculum, Instruction, and Assessment Updates

1. **Mental Health Education Requirement:** Starting this school year, districts must provide mental health instruction for students in grades 4–12. Districts must align this instruction with local health standards and state guidance.

Cannabis and Substance Use Prevention Education: Beginning this school year, middle and high schools must also provide comprehensive education on cannabis and substance use, including fentanyl awareness, prevention, healthy decision-making, and overdose recognition.

- Heather and I are partnering with SWWC's PATH's program (Prevention & Awareness Through Health) to meet this statutory requirement.

1. **Social Studies Standards Implementation:** The fully revised 2021 K-12 Academic Standards in Social Studies go into effect this year.

2. Minnesota READ Act

- **Professional Learning**
 - Educators who entered a Minnesota-approved elementary, early childhood, or special education teacher preparation program on or after June 1, 2026, and completed approved literacy coursework will have already met the READ Act professional learning requirements. These educators will not be required to complete additional district-mandated READ Act training.
- **Parent Notification**
 - Beginning this year, districts must notify parents of students in grades 4–12 who are reading below grade level and receiving reading intervention. Notifications must include the student's reading progress, the interventions and supports

Upcoming Dates

- ❖ July 20-23/27-30: Summer School/Bounce Back
- ❖ July 29th: Ukeru Training
- ❖ August 17-19: Back to School Workshop
- ❖ August 19: Open House



High School July 2026-Board Report

Current Updates

- **New Hires**
 - ◆ Sarah Spieker-Language Arts
 - ◆ Sorcha Vikter- Language Arts
 - ◆ Emma Volz- Special Education
 - ◆ Lucas Damm- PE
 - ◆ Marcus Winter-Math
- **Handbooks updated**
- **Individual Band Lessons have started.- Thank you, Mr. Voit.**
- **Welcome Back to School Packets go out this week.**
- **Teacher Meetings**

Upcoming Events

- **MDE/MASA Back-to-School Conference-Minneapolis**
 - ◆ August 4th
 - ◆ Scott, Nicolle, & Heather
- **Back to School Workshop**
 - ◆ August 17th-19th
- **Data Mine Retreat**
 - ◆ Scott, Nicolle, & Heather
 - ◆ August 10th

1st Quarter

August 2026								
S	M	T	W	T	F	S		
						1	17	Workshop Day [All Staff]
2	3	4	5	6	7	8	18	Workshop Day [Licensed Staff]
9	10	11	12	13	14	15	19	Staff Workday
16	17	18	19	20	21	22		PreK-12 Open House [5-7 pm]
23	24	25	26	27	28	29	24	1st Day of School
30	31							
September 2026								
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12	7	Labor Day
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					
October 2026								
S	M	T	W	T	F	S		
				1	2	3	14	MRVED JSD - No School
							15	EM Conference - No School
4	5	6	7	8	9	10	16	
11	12	13	14	15	16	17	23	End of 1st Quarter; 12:15 pm Dismiss
18	19	20	21	22	23	24		1:12 pm Dismiss
25	26	27	28	29	30	31	29	P-T Conferences (1:30-8:00 pm)

1st Quarter

 Grace Period Check

 Grade Check

August 2026								
S	M	T	W	T	F	S		
						1	17	Workshop Day [All Staff]
2	3	4	5	6	7	8	18	Workshop Day [Licensed Staff]
9	10	11	12	13	14	15	19	Staff Workday
16	17	18	19	20	21	22		PreK-12 Open House [5-7 pm]
23	24	25	26	27	28	29	24	1st Day of School
30	31							
September 2026								
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12	7	Labor Day
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					
October 2026								
S	M	T	W	T	F	S		
				1	2	3	14	MRVED JSD - No School
							15	EM Conference - No School
4	5	6	7	8	9	10	16	
11	12	13	14	15	16	17	23	End of 1st Quarter; 12:15 pm Dismiss
18	19	20	21	22	23	24		1:12 pm Dismiss
25	26	27	28	29	30	31	29	P-T Conferences (1:30-8:00 pm)

2nd Quarter

October 2026								
S	M	T	W	T	F	S	14	MRVED JSD - No School
				1	2	3	15	EM Conference - No School
4	5	6	7	8	9	10	16	
11	12	13	14	15	16	17	23	End of 1st Quarter; 12:15 pm Dismiss
18	19	20	21	22	23	24	29	1:12 pm Dismiss
25	26	27	28	29	30	31		P-T Conferences (1:30-8:00 pm)
November 2026								
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14	26	Thanksgiving - No School
15	16	17	18	19	20	21	27	
22	23	24	25	26	27	28		
29	30							
30								
December 2026								
S	M	T	W	T	F	S		
		1	2	3	4	5	23	End of 2nd Quarter/1st Semester
6	7	8	9	10	11	12		1:12 Dismiss; Teacher PD
13	14	15	16	17	18	19	24	Winter Break
20	21	22	23	24	25	26	31	
27	28	29	30	31				

2nd Quarter

 Grace Period Check

 Grade Check

October 2026								
S	M	T	W	T	F	S	14	MRVED JSD - No School
				1	2	3	15	EM Conference - No School
4	5	6	7	8	9	10	16	
11	12	13	14	15	16	17	23	End of 1st Quarter; 12:15 pm Dismiss
18	19	20	21	22	23	24	29	1:12 pm Dismiss
25	26	27	28	29	30	31		P-T Conferences (1:30-8:00 pm)
November 2026								
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14	26	Thanksgiving - No School
15	16	17	18	19	20	21	27	
22	23	24	25	26	27	28		
29	30							
30								
December 2026								
S	M	T	W	T	F	S		
		1	2	3	4	5	23	End of 2nd Quarter/1st Semester
6	7	8	9	10	11	12		1:12 Dismiss; Teacher PD
13	14	15	16	17	18	19	24	Winter Break
20	21	22	23	24	25	26	31	
27	28	29	30	31				

3rd Quarter

January 2027								
S	M	T	W	T	F	S		
					1	2	1	New Year's Day - No School
3	4	5	6	7	8	9	4	Teacher Workday
10	11	12	13	14	15	16	5	School Resumes
17	18	19	20	21	22	23	18	MRVED JSD - No School
24	25	26	27	28	29	30		
February 2027								
S	M	T	W	T	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13	12	No School
14	15	16	17	18	19	20	15	Presidents' Day - No School
21	22	23	24	25	26	27		
28								
March 2027								
S	M	T	W	T	F	S		
	1	2	3	4	5	6	12	End of 3rd Quarter; 12:15 pm Dismiss
7	8	9	10	11	12	13	22	1:12 pm Dismiss; P-T Conferences
14	15	16	17	18	19	20	25	MRVED JSD - No School
21	22	23	24	25	26	27	26	No School
28	29	30	31			29		

3rd Quarter

 Grace Period Check

 Grade Check

January 2027								
S	M	T	W	T	F	S		
					1	2	1	New Year's Day - No School
3	4	5	6	7	8	9	4	Teacher Workday
10	11	12	13	14	15	16	5	School Resumes
17	18	19	20	21	22	23	18	MRVED JSD - No School
24	25	26	27	28	29	30		
February 2027								
S	M	T	W	T	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13	12	No School
14	15	16	17	18	19	20	15	Presidents' Day - No School
21	22	23	24	25	26	27		
28								
March 2027								
S	M	T	W	T	F	S		
	1	2	3	4	5	6	12	End of 3rd Quarter; 12:15 pm Dismiss
7	8	9	10	11	12	13	22	1:12 pm Dismiss; P-T Conferences
14	15	16	17	18	19	20	25	MRVED JSD - No School
21	22	23	24	25	26	27	26	No School
28	29	30	31			29		

4th Quarter

March 2027								
S	M	T	W	T	F	S		
	1	2	3	4	5	6	12	End of 3rd Quarter; 12:15 pm Dismiss
7	8	9	10	11	12	13	22	1:12 pm Dismiss; P-T Conferences
14	15	16	17	18	19	20	25	MRVED JSD - No School
21	22	23	24	25	26	27	26	No School
28	29	30	31				29	
April 2027								
S	M	T	W	T	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24	23	No School
25	26	27	28	29	30			
May 2027								
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15	15	Commencement
16	17	18	19	20	21	22	21	Final Student Day
23	24	25	26	27	28	29	24	Staff Workday
30	31						31	Memorial Day

4th Quarter

 Grace Period Check

 Grade Check

March 2027								
S	M	T	W	T	F	S		
	1	2	3	4	5	6	12	End of 3rd Quarter; 12:15 pm Dismiss
7	8	9	10	11	12	13	22	1:12 pm Dismiss; P-T Conferences
14	15	16	17	18	19	20	25	MRVED JSD - No School
21	22	23	24	25	26	27	26	No School
28	29	30	31				29	
April 2027								
S	M	T	W	T	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24	23	No School
25	26	27	28	29	30			
May 2027								
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15	15	Commencement
16	17	18	19	20	21	22	21	Final Student Day
23	24	25	26	27	28	29	24	Staff Workday
30	31						31	Memorial Day

SUPERINTENDENT'S REPORT

GENERAL INFORMATION



School Board Election



Washington, DC

- ✓ FCCLA
- ✓ AASA Governing Board
- ✓ Capitol Hill visits



MRVED

- ✓ Leadership changes (LQPV, Benson, RCW)



Long-Term Facilities Planning

SUPERINTENDENT'S REPORT

AUGUST 11, 2026 ELECTION

- ✓ School Board Marketing and Communications Committee weekly planning meeting
- ✓ Informational meeting on July 15
- ✓ Informational videos
- ✓ Updated display boards
- ✓ Farmer's Market presence
- ✓ Legal requirements and notices
- ✓ Informational mailer planned
- ✓ Student Council involvement



CONSENT

AGENDA

MINNEOTA PUBLIC SCHOOLS – ISD #414

JUNE 17, 2026 SCHOOL BOARD REGULAR MEETING MINUTES

A Regular Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, June 17, 2026 at 7:02 am in the Conference Room.

Roll call was taken. Members present included Emily Coequyt, Jon Buysse, Martin Hennen, Abby Thostenson, Ryan Runia, and Julie Mead. Nicolle Johnston, Jared Josephson, Heather Anderson, Kim Castor, and Scott Monson also attended.

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

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

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

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

School Board Committee reports and administrative reports were reviewed.

Motion by Mead, second by Runia, to approve the Consent Agenda with the addition of item 7.9. Motion carried unanimously.

The August 11, 2026 Building Bond Referendum Review and Comment submittal response from the MDE Commissioner of Education, Willie Jett, was discussed. No action was necessary.

Motion by Buysse, second by Mead, to approve the 2nd reading of one (1) policy and three (3) procedures. Motion carried unanimously.

Superintendent Monson presented the 2026-2027 budget.

Motion by Mead, second by Coequyt, to approve the 2026-2027 budget as presented. Motion carried unanimously.

Motion by Buysse, second by Hennen, to approve 2026-2027 membership in the MN State High School League. Motion carried unanimously by roll call vote with all members present voting in the affirmative.

Motion by Mead, second by Runia, to approve the 2026-2027 Student Device and One-to-One Handbook. Motion carried unanimously.

Motion by Coequyt, second by Buysse, to approve the 2026-2027 Activities Handbook. Motion carried unanimously.

Motion by Mead, second by Hennen, to approve the 2026-2027 Bus Rules and Regulations. Motion carried unanimously.

Motion by Hennen, second by Runia, to approve the 2026-2027 Elementary Student and Family Handbook. Motion carried unanimously.

Motion by Mead, second by Buysse, to approve the 2026-2027 High School Student Handbook. Motion carried unanimously.

Motion by Mead, second by Coequyt, to approve the 2026-2027 Artificial Intelligence Planning Guide. Motion carried unanimously.

Motion by Coequyt, second by Hennen, to approve the 2026-2027 District Literacy Plan. Motion carried unanimously.

Motion by Mead, second by Runia, to approve a resolution committing benefits for separation/retirement. Motion carried unanimously by roll call vote with all members present voting in favor.

Motion by Buysse, second by Hennen, to authorize the acceptance of bids for bread and baked goods for 2026-2027. Motion carried unanimously.

Motion by Hennen, second by Runia, to authorize the acceptance of bids for dairy products for 2026-2027. Motion carried unanimously.

Motion by Buysse, second by Henne, to authorize the acceptance of bids for petroleum products for 2026-2027. Motion carried unanimously.

Motion by Mead, second by Hennen, to approve a resolution designating Scott Monson as the LEA authorized representative. Motion carried unanimously by roll call vote with all members present voting in the affirmative.

MINNEOTA PUBLIC SCHOOLS – ISD #414

JUNE 17, 2026 SCHOOL BOARD REGULAR MEETING MINUTES

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

Five (5) policies and one (1) procedures were read for the 1st time, but no action was taken.

Motion by Mead, second by Hennen, to approve a resolution establishing dates for filing affidavits of candidacy for the School Board Election. Motion carried unanimously by roll call vote with all members in attendance voting in the affirmative.

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

There being no further business, the meeting was adjourned at 8:09 am.

Respectfully submitted,

Martin Hennen, Clerk

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota West Community & Technical College
INCOME CONTRACT - Option A
POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between *School District, address* (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota West Community and Technical College, 1450 College Way, Worthington, MN 56187, (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:
 - a. The school district will assist the student in applying to the college and provide test scores (Accuplacer or ACT) and transcripts to the college.
 - i. Accuplacer testing can be coordinated through the college at no cost to the high school
 - ii. Multiple measures placement will also be used; the school district should confer with college advisors on placement questions
 - b. All students (both traditional and career technical education) need to complete the colleges PSEO STUDENT REGISTRATION FORM
 - i. The school district does not need to complete the MDE (Minnesota Department of Education) Notice of Student Registration form (NOSR).
 - ii. Classroom kits/supplies that are required for a Career Technical Education (later referred to as CTE) course may be paid for through Rural CTE Legislative grant funds. These grant funds must be accessed through SWSC or the local school districts LYFT Pathway grant award.
 - iii. Students are responsible for the cost of certification test (i.e. Certified Nursing Assistant CNA), background checks, and/or vaccinations (unless alternative arrangements have been made)

2. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:
 - a. College advisors provide guidance on placement questions
 - b. The college will provide guidance and support for textbook ordering and provide deadlines for textbook return and work with the school districts to arrange returns as needed.
3. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:
 - a. PSEO coursework is offered to high school students through Minnesota West Community & Technical College during the 2026-2027 school year.
 - b. The contract covers both traditional PSEO and PSEO CTE courses
 - i. *PSEO Student Registration Form*; The student, parent, school district and college will work together to get all sections signed and completed. The form is located on our website at <https://www.mnwest.edu/admissions-and-aid/pseo-dual-enrollment/index.php>
 - c. The 2026-2027 state rate for PSEO tuition will be charged (\$248.37 per semester credit), subject to change if the Minnesota Department of Education rate is updated.
 - d. Books for PSEO coursework will be printed editions when available, printed textbooks are the property of the college.
 - i. The school district will be billed for any textbooks that are not returned to the college within two weeks after the course ends. Any books that are returned in an unsellable condition will be billed to the school district at the rate charged at the Minnesota West Bookstore.
 - ii. Lab kits, access codes, workbooks, eBooks (digital downloads) or other consumables will be billed at the rate charged at the Minnesota West Bookstore. These items are considered one student use items. They will be billed at the beginning of the term with tuition.
 - iii. In the event that a student drops a course at the beginning of the term during the add/drop period the school district will return the books and materials immediately. Books and materials not returned to college within one week of the drop deadline will be billed for replacement at the beginning of the term. Books and materials must be returned in the same condition they were sold. Access codes, kits, & other one time use items will be billed to the school district if the student alters the condition of the material.
 - iv. Digital Downloads also known as eBooks are final sale at the time of purchase. They are not eligible for return. It is recommended that the student order those materials when they know they are going to remain in the course during drop/add week. Purchasing digital downloads ahead of time is not advised.
 - v. Books are shipped from our college fulfillment center and are ordered online. Student will use their student identification number to charge books to the PSEO program, school districts will be billed shipping for

each order completed. PSEO students should not place any rental books in the cart or pay for any materials using their personal credit card. Shipping Rates are subject to change.

4. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT:
 - i. The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbook per credit hour per student as follows:
 - ii. Rate based on MDE rate, subject to change if current legislature makes a change to school districts general education funding.
 - iii. Some courses may have additional lab fees and the cost per credit will be more than the noted rate.

Academic Year	Rate
2026-2027	\$256.22 (two hundred fifty-six and 22/100) Per credit hour

- iv. Other non-required costs related to course specific software and tools are the responsibility of the student.

5. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

- a. Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT after the 20th day of the fall and spring semester start.
- b. Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within forty-five (45) days of the SCHOOL DISTRICT receiving the invoice.

6. TERM OF CONTRACT. This contract shall be effective on July 1, 2026, or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later, and shall remain in effect until June 30, 2027, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

This agreement is effective for the 2026-2027 Academic Year(s).

7. CANCELLATION. Termination by the SCHOOL DISTRICT shall be allowed only at the end of an academic school year. The SCHOOL DISTRICT must provide the COLLEGE/UNIVERSITY with written notice prior to the following semester starting.

8. AUTHORIZED REPRESENTATIVES.

- a. COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:

Name and title: Daniel de Moraes or his/her successor

Address: 1450 College Way, Worthington, MN 56187

Telephone: 507-372-3434

E-Mail: daniel.demoraes@mnwest.edu

- b. SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name and title: or his/her successor

Address:

Telephone:

E-Mail:

Fax:

The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 5, paragraph b.

9. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.
10. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.
11. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

12. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
13. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.
14. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
15. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.
16. FORCE MAJEURE. No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.
17. OTHER PROVISIONS. (Attach additional page(s) if necessary): NONE

The remainder of this page intentionally left blank.

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

APPROVED:

1. SCHOOL DISTRICT:

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

By (authorized signature)
Title
Printed Name
Date

2. MINNESOTA STATE COLLEGES AND UNIVERSITIES

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

By (authorized college/university initiating agreement)
Title
Printed Name
Date

3. MINNESOTA STATE COLLEGES AND UNIVERSITIES

AS TO FORM AND EXECUTION:

By (authorized college/university initiating agreement)
Title
Printed Name
Date

Consent Agenda Personnel Items | July 2026

Resignation or Termination			
Name	Position	Effective Date	Details
Darren Clausen	Robotics	Immediately	Personal Reasons
Chuck Josephson	Junior High Boys Basketball Coach	Immediately	Personal Reasons
Bryan Powell	Junior High Boys Basketball Coach	Immediately	Personal Reasons
Chad Johnston	Junior High Baseball Coach	Immediately	Personal Reasons
New Contract or New Hire			
Name	Position	Salary-Wages	Effective Date
Kaley Buysse	Volleyball Head Coach	MEMO Contract	2026-2027 Season
Ireland Stassen	Assistant Volleyball Coach	MEMO Contract	2026-2027 Season
Emily Citterman	C Squad Co-Coach	MEMO Contract	2026-2027 Season
Shelby Domeier	C Squad Co-Coach	MEMO Contract	2026-2027 Season
Sarah Stassen	Junior High Volleyball Coach	MEMO Contract	2026-2027 Season
Amanda Norby	Junior High Volleyball Coach	MEMO Contract	2026-2027 Season
Chad Johnston	Football Head Coach	MEMO Contract	2026-2027 Season
Matt Myrvik	Assistant Football Coach	MEMO Contract	2026-2027 Season
Les Engler	Assistant Football Coach	MEMO Contract	2026-2027 Season
Steve Sussner	Assistant Football Coach	MEMO Contract	2026-2027 Season
Jordan Fink	Junior High Football Coach	MEMO Contract	2026-2027 Season
Matt Myhre	Junior High Football Coach	MEMO Contract	2026-2027 Season
Lucas Damm	Junior High Football Coach	MEMO Contract	2026-2027 Season
Lydia Sussner	Volleyball Volunteer	MEMO Contract	2026-2027 Season
Matt Buysse	Football Volunteer	MEMO Contract	2026-2027 Season
Brian Rodas	Football Volunteer	MEMO Contract	2026-2027 Season
Bryce Jeppesen	Football Volunteer	MEMO Contract	2026-2027 Season
John Voit	Band Director	MEMO Contract	2026-2027 School Year
Jay Knutson	Vocal Director	MEMO Contract	2026-2027 School Year
LeaAnne Bot	FCCLA Advisor	MEMO Contract	2026-2027 School Year
Cindy Van Keulen	FCCLA Assistant Advisor	MEMO Contract	2026-2027 School Year
Matt Buysse	FFA Advisor	MEMO Contract	2026-2027 School Year
Alex Lessman	FFA Assistant Advisor	MEMO Contract	2026-2027 School Year
Angela Werner	NHS Advisor	MEMO Contract	2026-2027 School Year
Jessica Rosa	Senior Class Advisor	MEMO Contract	2026-2027 School Year
Tara Skorczewski	High School Annual Advisor	MEMO Contract	2026-2027 School Year
Devann Shultz	Elementary Annual Advisor	MEMO Contract	2026-2027 School Year
Carolyn Bot	Student Council Advisor	MEMO Contract	2026-2027 School Year
Shannon Sorensen	Junior Class/Prom Co-Advisor	MEMO Contract	2026-2027 School Year
Rebecca Johnston	Junior Class/Prom Co-Advisor	MEMO Contract	2026-2027 School Year
Zita Miskienie	Concession Stand Operator/Supervisor	\$1,500.00	2026-2027 School Year
Modification of Contract			
Name	Position	Salary-Wages	Effective Date
Karen Dalager	BA+15 to MA	MEMO Contract	2026-2027 School Year

Agreement for Shared Social Worker for 2026-2027

This agreement, effective for the 2026-2027 school year, is made and entered into by and between Minneota Public Schools, District #414 of Minneota, Minnesota, and Lakeview Independent School District #2167 of Cottonwood, Minnesota.

The parties are duly organized school districts pursuant to the laws of the State of Minnesota. The parties are desirous of participating together relative to the education and benefit of the students in both districts.

Lakeview Independent School District #2167 agrees to purchase fifty percent (50%) of the services of a licensed school social worker from Minneota Public Schools, District #414. This agreement is for a 1.0 FTE equally shared cost of a 183-day contract for the 2026-2027 school year.

Lakeview Independent School District #2167 agrees to pay Minneota Independent School District #414:

- \$38,612.25 in 2026-2027. This is for fifty percent (50%) of the licensed social worker's salary and benefits for the 2026-2027 school year per the Minneota Master Agreement.
- Any adjustment based upon teacher negotiations and/or a change in terms of the contract would be mutually agreed upon by both parties.

The billing will be made from the Minneota Public Schools to the Lakeview Public Schools at the end of the 2026-2027 school year.

It is mutually understood and agreed that the intent of this agreement is that it shall be effective for the 2026-2027 school year and shall expire on June 30, 2027.

In the event that either of the districts desires to non-renew this agreement for the 2027-2028 school year, a written notice must be made no later than March 1, 2027. If this notice is not made, the agreement will be updated and renewed for 2027-2028.

Minneota Public Schools, ISD #414

Lakeview Public Schools, ISD #2167

Abby Thostenson, Chair

Jason Louwagie, Chair

Martin Hennen, Clerk

Vicki Myers, Clerk

Date: _____

Date: _____

AGREEMENT FOR SHARED TEACHER POSITION FOR SCHOOL YEAR 2026-2027

This Agreement, effective beginning July 1st, 2026, is made and entered into by and between Independent School District #403 of Ivanhoe, Minnesota, and Independent School District #414 of Minneota, Minnesota.

The parties are duly organized school districts pursuant to the laws of the State of Minnesota. The parties are desirous of participating together relative to the education of the students in both districts.

Ivanhoe Public Schools, ISD #403, agrees to purchase a portion of the teaching services of a licensed Special Education Teacher from Minneota, ISD #414. This agreement is for a .25 FTE prorated share of a 183 days contract for the fiscal year 2027.

Ivanhoe Public Schools, ISD #403, agrees to pay Minneota Public Schools, ISD #414:

- \$16,800.75 in 2026-2027 plus \$0.3625/mile if using a Minneota Public School District vehicle
- This will be adjusted based upon teacher negotiations and/or a change of terms in this contract that would be mutually agreed upon by both parties.

Billing will be made from the Minneota Public Schools to the Ivanhoe Public Schools on a quarterly basis.

It is mutually understood and agreed that the intent of this agreement is that it shall be effective for the 2026-2027 school year and shall expire on June 30, 2027.

In the event that either of the districts wants to not renew this agreement for the 2027-2028 school year, a written notice must be made no later March 1, 2027. If this notice is not made, the agreement will be updated and renewed for 2027-2028.

Minneota Public Schools, ISD #414

Abby Thostenson, Board Chair

Martin Hennen, Board Clerk

Date_____

Ivanhoe Public Schools, ISD #403

Becky Paluch, Board Chair

Becca Johnson, Board Clerk

Date_____

PREVIOUS

BUSINESS



Minneota Public School District

Policy 101

Adopted: October 17, 1995

Revised: ~~March~~ July 2026⁵

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

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

Heather AndersonLindsey Larson, High School Principal/Title IX Coordinator:

heather.anderson@mineotaschools.org 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-~~6~~5)

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

3. ~~Middle Schools/Junior High Schools~~

4. High Schools (~~7~~9-12)

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

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

B. Off-Campus School-Sponsored Activities

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

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

A. Limitations on Use of Personal Electronic Communication Devices

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

B. Storage of Personal Electronic Communication Devices

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

VI. EXCEPTIONS

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

VII. DISCIPLINE

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

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

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

VIII. SCHOOL DISTRICT RESPONSIBILITY

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

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

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

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

Resources:

Away for the Day (www.awayfortheday.org)

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

NEW PROPOSED POLICY



Minneota Public School District District Procedures

Adopted: July 2026

DISTRICT PROCEDURES: CARDIAC EMERGENCY RESPONSE PLAN - CERP

1. PURPOSE

The purpose of this Cardiac Emergency Response Plan (CERP) is to establish a written and practiced protocol for recognizing and responding to sudden cardiac arrest and other cardiac emergencies occurring on school property or during school-sponsored activities. The goal of this plan is to provide a rapid, coordinated response that maximizes the likelihood of survival through early recognition, activation of emergency medical services (EMS), immediate cardiopulmonary resuscitation (CPR), and prompt use of an automated external defibrillator (AED).

The District recognizes that rapid recognition of sudden cardiac arrest, immediate activation of emergency medical services, prompt initiation of CPR, and timely AED use are critical factors in improving survival outcomes.

This plan is adopted pursuant to Minnesota Statutes section 121A.241 and shall be incorporated into the District's Crisis Management Plan.

2. DEFINITIONS

Definitions in these procedures are shown below.

- Automated External Defibrillator (AED): A portable medical device that analyzes heart rhythm and delivers an electrical shock, when indicated, to restore a normal heart rhythm during sudden cardiac arrest.
- Cardiac Emergency: Any medical emergency involving suspected sudden cardiac arrest, life-threatening cardiac arrhythmia, heart attack, or other event requiring immediate activation of the Cardiac Emergency Response Plan.
- Cardiac Emergency Response Team (CERT): The school-based team designated to respond to cardiac emergencies and implement the Cardiac Emergency Response Plan. Minnesota law requires each school to establish a CERT and a plan for activation during a sudden cardiac arrest event.
- Cardiopulmonary Resuscitation (CPR): An emergency lifesaving procedure involving chest compressions (and rescue breaths when appropriate) to maintain circulation and oxygen delivery until advanced care arrives or normal heart function returns.
- Emergency Medical Services (EMS): The District- and community-based emergency medical response system, including EMTs, paramedics, ambulance services, and related emergency responders.
- Sudden Cardiac Arrest (SCA): The American Heart Association defines SCA as a sudden and unexpected loss of heart function where the heart stops beating due to an irregular heart rhythm in a person who may or may not be breathing at all.

3. CARDIAC EMERGENCY RESPONSE TEAM (CERT)

The District will have a designated Cardiac Emergency Response Team (CERT) consisting of CPR/AED-certified staff members, administrators, and other trained personnel. The School Nurse (LSN/RN) will be the primary coordinator. Team members will be reviewed and trained annually.

The CERT shall be responsible for:

- Implementing this Cardiac Emergency Response Plan.
- Participating in annual training and drills.
- Coordinating AED maintenance and readiness.
- Reviewing all cardiac emergency incidents and recommending improvements.

In conjunction with the School Nurse, the Superintendent or designee shall annually designate CERT members and maintain a current roster.

4. RECOGNIZING A CARDIAC EMERGENCY

A cardiac emergency requires immediate action. Cardiac emergencies arise because of a Sudden Cardiac Arrest (SCA) or a heart attack but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death. Knowing the signs of sudden cardiac arrest is critical for a prompt response.

Signs of Sudden Cardiac Arrest (SCA) may consist of one or more of the following:

- Unresponsiveness or unconsciousness
- Abnormal breathing (gasping, gurgling, or no breathing)
- Seizure-like activity (including collapse after a direct chest impact)

Any collapse during athletic participation should be presumed to be a cardiac emergency until proven otherwise.

5. ACTIVATING THE CARDIAC EMERGENCY RESPONSE TEAM AND PLAN

Any person who witnesses a cardiac emergency must immediately:

- A. Call 911 and state the location of the emergency.
- B. Activate the CERT by using a walkie-talkie, overhead announcement, or emergency number, stating:
“CERT TEAM TO [LOCATION].” (Repeat twice),
- C. Consider the necessity of a soft lockdown/code yellow.
* *Building administration may implement additional traffic-control measures as appropriate.*
- D. Start CPR.

6. AED PLACEMENT & MAINTENANCE

- AEDs are strategically placed throughout all school buildings and near athletic fields to ensure accessibility within three (3) minutes of an emergency.
- A map with AED locations is included within this plan.
- A backup AED is available for off-site events and to replace any unit undergoing maintenance.
- The School Nurse and Director of Buildings and Grounds are responsible for coordinating AED maintenance, ensuring readiness per the manufacturer’s guidelines.
- Each AED includes a resuscitation kit (gloves in Narcan Bag, razor, scissors, and CPR barrier).

7. CPR & AED TRAINING

- AED training shall be offered and may be provided at the beginning of each year to staff through a nationally recognized organization (e.g., American Red Cross).
- All staff may receive basic awareness training, including hands-only CPR and AED training.
- Annual cardiac emergency drills will be conducted, with results reviewed for improvements.
- Staff training log for Child/Adult CPR/AED/First Aid

8. EMS & CRISIS PLAN INTEGRATION

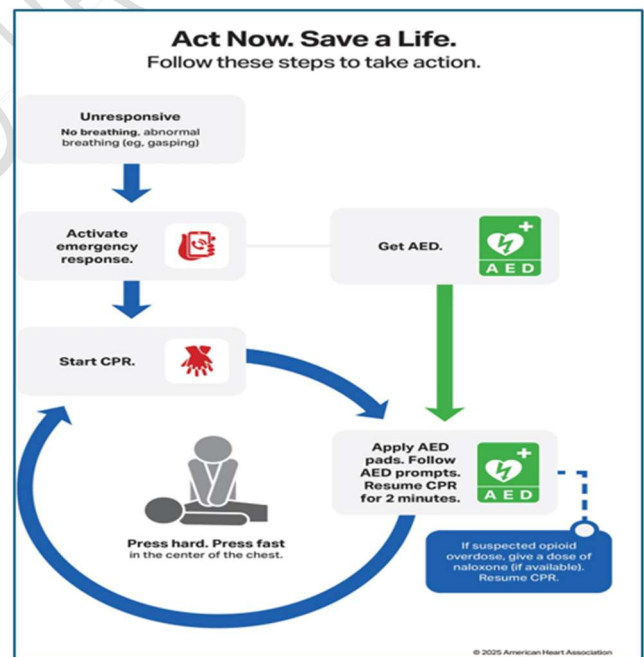
- Local Emergency Medical Services (EMS) will receive a copy of this plan.
- Local law enforcement will receive a copy of this plan.
- The Health & Safety Committee will review this policy annually and update it as needed.

Internal review of the plan will focus on ways to improve the school response and may include a review of any mock drills that were completed, a post-event review of any real-world events that may have occurred, and a determination, at least annually, as to whether or not additions, changes, or modifications to the plan are needed.

- The district will hold scheduled practice drills
- The nurse will call overhead to the room and list the scenario
- Drill required once per calendar year
- Approximate length of a drill 15-30 min. depending on scenario

9. CARDIAC EMERGENCY RESPONSE STEP

- A. Recognize signs of cardiac arrest. If an individual:
 - ⇒ Collapses suddenly
 - ⇒ Is unresponsive
 - ⇒ Is not breathing normally
- B. Call 911.
- C. Notify administration or office staff.
- D. Send a designated individual to meet and direct EMS personnel to the emergency location.
- E. Activate the Cardiac Emergency Response Team.
- F. Start CPR immediately.
- G. Retrieve and turn on the AED and apply pads.
- H. Continue care until EMS arrives and permits you to stop.



10. SCHOOL-SPONSORED ACTIVITIES AND ATHLETICS

An AED shall be readily accessible at all home athletic events and activities where feasible. Coaches, advisors, and activity supervisors shall know the location of the nearest AED and emergency communication procedures. School-sponsored activities and athletics include:

- ⇒ Home contests
- ⇒ Community Education activities
- ⇒ Summer programs
- ⇒ Field trips

11. ANNUAL DRILLS

As required by State Statute, the District will conduct annual drills, including at least one building-wide cardiac emergency drill. The District may conduct an activities- or athletics-focused drill as well. For each drill conducted, the School Nurse will document the date, time to activation, participants, time to AED arrival, response time, time to first simulated shock, and potential areas for improvement.

12. AED LOCATION MAP

A school map showing the location of all AED's is included as an Addendum to these procedures.

13. AED MAINTENANCE

The District shall maintain all AEDs in accordance with manufacturer recommendations and applicable Minnesota law. The School Nurse shall conduct and document routine inspections. Any deficiencies shall be corrected immediately. The School Nurse is responsible for coordinating AED maintenance, which includes:

- Monthly visual inspection.
- Battery expiration monitoring.
- Electrode pad expiration monitoring.
- Documentation log.
- AED registration compliance.

Following any deployment, the AED shall be inspected, data downloaded if applicable, replacement supplies ordered, and the device returned to service as soon as possible.

14. COMMUNICATION AND PLAN DISTRIBUTION

The District's CERP will be distributed to all employees, advisors, coaches, and directors, along with EMS providers, the local ambulance service, and School Board Members. The CERP shall be reviewed with newly hired employees and newly appointed coaches and advisors as part of onboarding.

15. CARDIAC EMERGENCY RESPONSE TEAM ROLES

Site Champions shall be identified annually, who will be responsible for staff education on sudden cardiac arrest, creation and dissemination of the Cardiac Emergency Response Plan (CERP) to all staff, oversight of the AED equipment, and collaborating with the local Project ADAM Program Coordinator to ensure all criteria are met for designation and renewals.

The first response team member to find or respond to the victim initiates the plan. They also begin directing other response team members as they arrive at the scene.

16. CARDIAC EMERGENCY RESPONSE TEAM DUTIES

Drills allow time for team members to practice and get comfortable with various roles included in the response to a cardiac emergency. In a real emergency, it cannot be predicted which specific role a team member may play.

- Call 911 and remain on the call until Emergency Medical Services (EMS) arrive.
- Report to the scene as quickly as possible after being notified.
- Begin CPR.
- Bring the AED to the scene.
- Document all information for EMS arrival (or complete the Drill Checklist if a practice drill).
- Send someone to meet EMS.
- Perform crowd control.
- Any other team members can assist with the CPR/AED rotation.

17. ANNUAL SCHOOL BOARD REVIEW

The School Board shall annually review the effectiveness of the Cardiac Emergency Response Plan. The review shall include training records, training completion rates, drill results, drill documentation, AED maintenance records, actual incidences, AED inspection logs, and recommendations from the Cardiac Emergency Response Team.

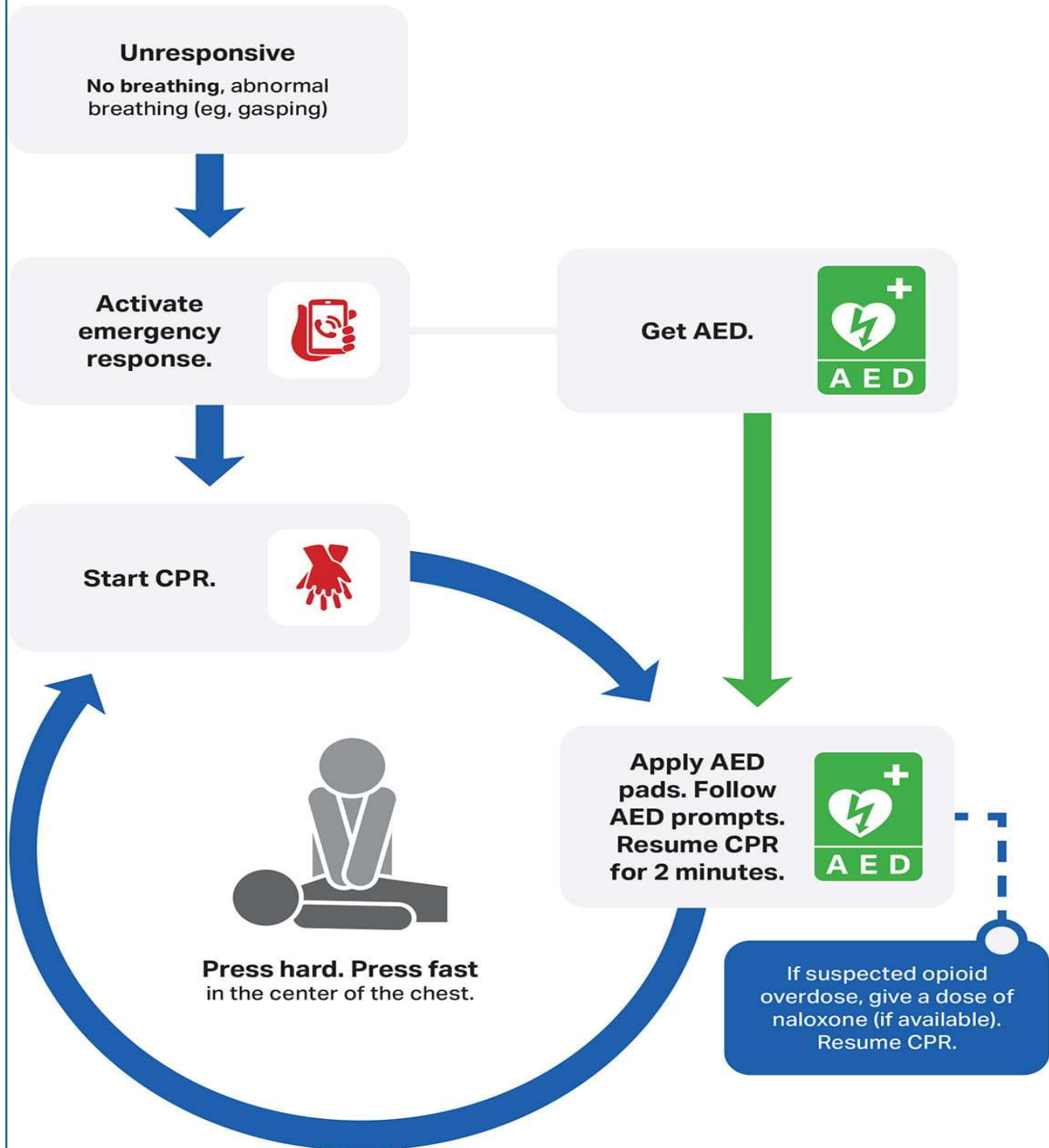
18. POST-INCIDENT DEBRIEFING

Following any cardiac emergency requiring activation of this plan, the Superintendent, School Nurse, and CERT shall conduct a post-incident review within thirty (30) days. The review shall identify strengths, areas for improvement, equipment needs, communication issues, and any recommended revisions to the plan.

NEW PROPOSED PROCEDURES

Act Now. Save a Life.

Follow these steps to take action.

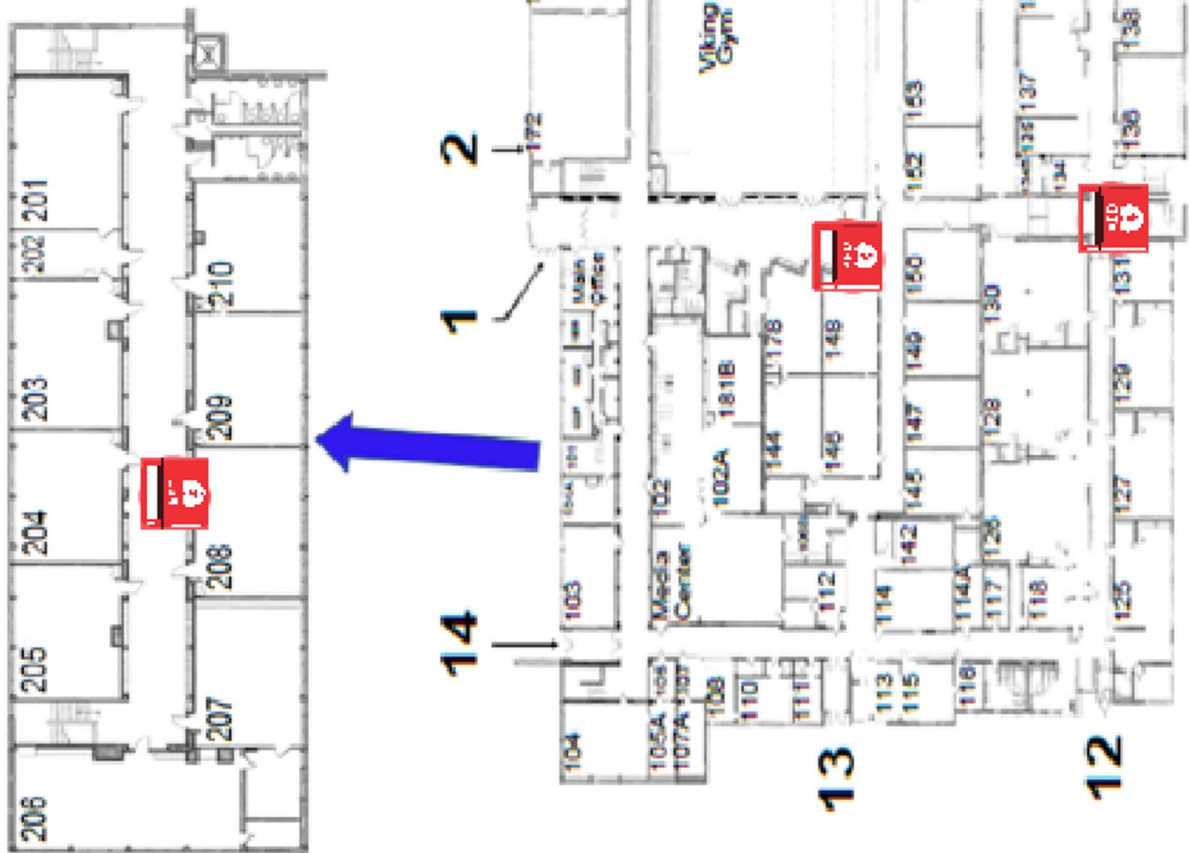


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[Downstairs](#)



[Upstairs](#)



NEW

BUSINESS

Minneota Public Schools | 2026-2027 Fees, Prices, and Rates

Proposed to the School Board: July 22, 2026

What	Who/What	2025-2026 School Year	2026-2027 School Year
Game Admission	Adult	\$ 8.00	\$ 8.00
	Senior	FREE	FREE
	Student	FREE	FREE
Activity Pass	Adult	\$ 75.00	\$ 80.00
	Couple	\$ 135.00	\$ 140.00
	Senior (65)	FREE	FREE
	Student	FREE	FREE
	Band Students Grades 9-12	FREE	FREE
Participation Fees	Junior High	\$ 85.00	\$ 90.00
	Senior High	\$ 110.00	\$ 115.00
	Jr. High Individual Cap	\$ 215.00	\$ 225.00
	Sr. High Individual Cap	\$ 265.00	\$ 275.00
	Family Cap	\$ 460.00	\$ 470.00
Sliding Scale for Participation Fees	Reduced Lunch 7-12	50% of Fee	50% of Fee
	Free Lunch 7-12	25% of Fee	25% of Fee
Food Service	Adult Lunch	\$ 5.05	\$ 5.25
	High School Lunch*	\$ 4.05	\$ 4.25
	Elementary Lunch*	\$ 3.30	\$ 3.50
	Adult Extra Entrée	\$ 2.10	\$ 2.25
	Student Extra Entrée	\$ 2.10	\$ 2.25
	Student & Adult Entrée Plus	\$ 3.10	\$ 3.25
	Take-To-Go Salad	\$ 3.25	\$ 3.25
	Adult Breakfast	\$ 3.55	\$ 3.75
	Student Breakfast*	\$ 2.30	\$ 2.50
	Breakfast Extra Entrée	\$ 1.00	\$ 1.25
	Extra Milk	\$ 0.45	\$ 0.50
All PreK-12 students are able to have one free breakfast and one free lunch each day.			
Band Rental	Percussion	\$ 50.00	\$ 50.00
	Instrument	\$ 50.00	\$ 50.00
Online Payments	Fee/Transaction	\$ 5.00	\$ 5.00
Substitute	Teacher	\$180 - full day	\$185 - full day
	Paraprofessional	\$17.00 per hour	\$17.25 per hour
	School Nurse	\$18.00 per hour	\$18.50 per hour
	Food Service	\$17.75 per hour	\$18.00 per hour
All substitutes are able to have one free lunch when they are subbing.			
Event Staff	Ticket Takers	\$ 40.00	\$ 40.00
	Concession Workers	\$ 40.00	\$ 40.00
	Clock Operators	\$ 40.00	\$ 40.00
	Official Scorers/Books	\$ 40.00	\$ 40.00
	Public Address Announcers	\$ 40.00	\$ 40.00
	Game/Event Supervisors	\$ 50.00	\$ 50.00
	Security and Extra Supervision Staff	\$ 50.00	\$ 50.00
	Sub-Varsity Official-Umpire-Judge	\$ 60.00	\$ 60.00
	Volleyball Line Judge	\$ 40.00	\$ 40.00
Student Device Insurance	Full price meal student	\$ 25.00	\$ 25.00
	Reduced price meal student	\$ 10.00	\$ 10.00
	Free meal price student	\$ -	\$ -

Minneota Public Schools | 2026-2027 Fees, Prices, and Rates

Blue Category Activities					Yellow Category Activities				
<u>Fall Activities</u>	<u>9-12 Fee</u>	<u>26-27</u> <u>9-12 Fee</u>	<u>JH Fee</u>	<u>26-27</u> <u>JH Fee</u>	<u>Activity</u>	<u>9-12 Fee</u>	<u>26-27</u> <u>9-12 Fee</u>	<u>JH Fee</u>	<u>26-27</u> <u>JH Fee</u>
Cross Country	\$ 110	\$ 115	\$ 85	\$ 90	Speech	\$ 60	\$ 60	\$ 30	\$ 30
Football	\$ 110	\$ 115	\$ 85	\$ 90	Robotics	\$ 60	\$ 60	\$ 30	\$ 30
Volleyball	\$ 110	\$ 115	\$ 85	\$ 90	FCCLA	\$ 60	\$ 60	\$ 30	\$ 30
<u>Winter Activities</u>	<u>9-12 Fee</u>	<u>26-27</u> <u>9-12 Fee</u>	<u>JH Fee</u>	<u>26-27</u> <u>JH Fee</u>	FFA	\$ 60	\$ 60	\$ 30	\$ 30
Basketball	\$ 110	\$ 115	\$ 85	\$ 90	Knowledge Bowl	\$ 50	\$ 50	\$ 25	\$ 25
Dance Team	\$ 110	\$ 115	\$ 85	\$ 90	MathCounts	\$ 50	\$ 50	\$ 25	\$ 25
Wrestling	\$ 110	\$ 115	\$ 85	\$ 90	MSHSL Visual Arts	\$ 50	\$ 50	\$ 25	\$ 25
<u>Spring Activities</u>	<u>9-12 Fee</u>	<u>26-27</u> <u>9-12 Fee</u>	<u>JH Fee</u>	<u>26-27</u> <u>JH Fee</u>	Fall Musical	\$ 60	\$ 60	\$ 30	\$ 30
Baseball	\$ 110	\$ 115	\$ 85	\$ 90	One-Act Play	\$ 60	\$ 60	\$ 30	\$ 30
Golf	\$ 110	\$ 115	\$ 85	\$ 90	Clay Target League	\$ 60	\$ 60	\$ 30	\$ 30
Softball	\$ 110	\$ 115	\$ 85	\$ 90					
Track	\$ 110	\$ 115	\$ 85	\$ 90					
Free-Meal students pay 25% of the Activity Fee.									
Reduced-Meal students pay 50% of the Activity Fee.									
Family Cap/Maximum is \$470.									

Minneota Public Schools | 2026-2027 Fees, Prices, and Rates

Proposed to the School Board: July 22, 2026

Area	What	2025-2026 School Year	2026-2027 School Year
Food Service A La Carte Menu	Chocolate Chip Cookie	\$ 1.50	\$ 1.60
	M & M Cookie	\$ 1.50	\$ 1.60
	Monster Cookie	\$ 3.00	\$ 3.10
	Mini John	\$ 0.75	\$ 1.00
	Uncrustable	\$ 1.25	\$ 1.50
	French Fries	\$ 1.25	\$ 1.75
	Potato Wedges	\$ 1.25	\$ 1.75
	Ice Cream Cookie	\$ 2.50	\$ 2.50
	Ice Cream Snickers	\$ 2.50	\$ 2.50
	Ice Cream Bar	\$ 1.50	\$ 2.00
	Pizza	\$ 3.00	\$ 3.00
	Gold Fish	\$ 0.50	\$ 0.50
	Soup & Crackers	\$ 3.25	\$ 3.25
	Water	\$ 1.00	\$ 1.25

FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection					7/15/2026												
414 <= Type in School District Number																	
MINNEOTA																	
						Change only											
						if requiring levy	Payable 2026										
Calculations for Ten Year Projection					Pay 26	adjustments	LLC Certification	Current Estimate									
					LLC #	FY 2026	FY 2027	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
1 Type your district number in cell A2 (Minneapolis = 1.2)																	
2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b, 16s, 18, 18r, 20b, 21, 26, 27 and 50b																	
3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33																	
4 Look-up data from following tabs																	
5 Initial Formula Revenue																	
6 Current year APU					57		536.00	536.09	537.48	520.48	505.48	505.48	505.48	505.48	505.48	505.48	505.48
6a Additional Pre-K Pupil Units (see line 16 of Pre-K application for details)								-	-	-	-	-	-	-	-	-	-
6b Total Adjusted Pupil Units = (6) + (6a)								536.09	537.48	520.48	505.48	505.48	505.48	505.48	505.48	505.48	505.48
7 District average building age (uncapped)					401		57.54	57.54	58.54	59.54	60.54	61.54	62.54	63.54	64.54	65.54	66.54
8 Formula allowance							\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9 Building age ratio = (Lesser of 1 or (7) / 35)					402			1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10 Initial revenue = (6) * (8) * (9)					403	n/a	\$ 203,680	\$ 203,713	\$ 204,242	\$ 197,782	\$ 192,082	\$ 192,082	\$ 192,082	\$ 192,082	\$ 192,082	\$ 192,082	\$ 192,082
11 Added Revenue for Eligible H&S Proj and/or Roofing > \$100,000 / site																	
12 Debt Service for Existing Alt Facilities H&S Bonds (1B) - Gross before Debt Excess - Projects > \$500,000 per site					701			486,045	481,950	-	-	-	-	-	-	-	-
13 Debt Excess related to Debt Service for Existing Alt Facilities H&S Bonds (1B)					755			-	-	-	-	-	-	-	-	-	-
14 Debt Service for Portion of Existing Alt Facilities Bonds from line (22) attributable to Eligible H&S Projects > \$100,000 per site (1A)								-	-	-	-	-	-	-	-	-	-
15 Debt Excess related to Debt Service for Portion of Existing Alt Facilities Bonds attributable to Eligible H&S Projects > \$100,000 per site (1A)								-	-	-	-	-	-	-	-	-	-
16a Existing Net Debt Service for LTFM Bonds for Eligible New H&S Projects > \$100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue from "IAQFAA Bonds" tab								312,165	316,129	313,884	316,759	318,846	110,618	112,426	114,054	-	-
16b New Debt Service for LTFM Bonds for Eligible New H&S Projects > \$100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue								-	-	-	-	-	-	-	-	-	-
16r Existing Debt Service for LTFM Bonds for Eligible New Roofing Projects > \$100,000 / site = (principal + interest)*1.05						beginning FY27		-	-	-	-	-	-	-	-	-	-
16s New Debt Service for LTFM Bonds for Eligible New Roofing Projects > \$100,000 / site = (principal + interest)*1.05								-	-	-	-	-	-	-	-	-	-
17 Net Debt Service for LTFM Bonds for Eligible New H&S Projects & Roofing Projects > \$100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue = (16a) + (16b) + (16r) + (16s)								312,165	316,129	313,884	316,759	318,846	110,618	112,426	114,054	-	-
18 Pay as you Go Revenue for Eligible New H&S Projects > \$100,000 / site (corresponds to Category 2 on the expenditures spreadsheet)					405	-		-	-	-	-	-	-	-	-	-	-
18r Pay as you Go Revenue for Eligible New Roofing Projects > \$100,000 / site (corresponds to Category 6 on the expenditures spreadsheet)					406	beginning FY27		-	-	-	-	-	-	-	-	-	-
19 Total Additional Revenue for Eligible Projects >\$100,000 / site (12) - (13) + (14) -(15) + (16a) + (16b) + (16r) + (16s) + (18) +(18r)					407		751,268	798,210	798,079	313,884	316,759	318,846	110,618	112,426	114,054	-	-
Added Revenue for Pre-K Remodeling (for VPK approvals only)																	
20a Net Debt Service for Bonds Approved for Pre-K Remodeling					768			-	-	-	-	-	-	-	-	-	-
20b Pay as you Go for Projects Approved for Pre-K Remodeling					408			-	-	-	-	-	-	-	-	-	-
20c Total Pre-K Revenue								-	-	-	-	-	-	-	-	-	-
20d Total New Law Revenue (10) + (19) + (20c)					409			1,001,923	1,002,321	511,667	508,841	510,928	302,700	304,509	306,136	192,082	192,082
Old Formula Revenue																	
21 Old Formula Health & Safety Revenue (should match amounts entered into the Health & Safety Data Submission System through FY 2028) (corresponds to Category 1 on the expenditures spreadsheet)					410		-	-	-	-	-	-	-	-	-	-	-
22 Old Formula Alt Facilities Debt Revenue (1A) - gross before Debt Excess					700			-	-	-	-	-	-	-	-	-	-
23 Debt Excess allocated to Alt Facilities Debt Service (1A) on line 22					754			-	-	-	-	-	-	-	-	-	-
24 Old Formula Alt Facilities Debt Revenue (1A) less Debt Excess					765			-	-	-	-	-	-	-	-	-	-
25 Old Formula Alt Facilities Net Debt Revenue (1B) = (12) - (13)					766			486,045	481,950	-	-	-	-	-	-	-	-

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-12	
Instructions: Enter estimated, allowable LTFM expenditures (<i>Fund 01 and/or Fund 06 only</i>) under Minnesota Statutes 2025, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.															
District Info. District Name: District Number: District Contact Name: Contact Phone #		(REQUIRED) Enter Information Minneota Public Schools 0414-01 Scott Monson 507-872-6175		District Info. Date: Email:		(REQUIRED) Enter Information 7/15/2026 scott.monson@minneotapublicschools.org									
Expenditure Categories															
		Fiscal Year (FY) Ending June 30													
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.		2026 (base year)	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036			
Finance Code		Category (1)													
347	Physical Hazards	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,500	\$ 4,500	\$ 4,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,500			
349	Other Hazardous Materials	\$ 25	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100			
352	Environmental Health and Safety Management	\$ 3,500	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,500	\$ 4,500	\$ 4,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000			
358	Asbestos Removal and Encapsulation	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
363	Fire Safety	\$ 12,000	\$ 12,000	\$ 12,500	\$ 12,500	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,500	\$ 13,500	\$ 13,500			
366	Indoor Air Quality	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Health and Safety Capital Projects - Category (1)		\$ 19,525	\$ 19,600	\$ 20,600	\$ 20,600	\$ 31,100	\$ 22,100	\$ 22,100	\$ 22,600	\$ 23,600	\$ 29,100	\$ 24,100			
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue															
Finance Code		Category (2)													
358	Asbestos Removal and Encapsulation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
363	Fire Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
366	Indoor Air Quality	\$ -	\$ -	\$ 2,199,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Health and Safety Capital Projects \$100,000 or More - Category (2)		\$ -	\$ -	\$ 2,199,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151															
Finance Code		Category 3 (a)													
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Remodeling for Gender-Neutral Single-User Restrooms															
Finance/Course Codes		Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025 and Beyond													
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Accessibility															
Finance Code		Category (4)													
367	Accessibility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Accessibility Projects - Category (4)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Deferred Capital Expenditures and Maintenance Projects															
Finance Code		Category (5)													
368	Building Envelope	\$ 17,570	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000			
369	Building Hardware and Equipment	\$ 500	\$ 500	\$ 500	\$ 750	\$ 750	\$ 750	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,250	\$ 1,250			
370	Electrical	\$ 6,300	\$ 7,500	\$ 800	\$ 8,500	\$ 9,000	\$ 9,500	\$ 10,000	\$ 10,500	\$ 11,000	\$ 11,500	\$ 12,000			
379	Interior Surfaces	\$ -	\$ 52,000	\$ 1,000	\$ 1,000	\$ 100,000	\$ 2,500	\$ 5,000	\$ 7,500	\$ 10,000	\$ 12,500	\$ 5,000			
380	Mechanical Systems	\$ 54,000	\$ 55,000	\$ 80,000	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000			
381	Plumbing	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,500	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,500			
382	Professional Services and Salary	\$ -	\$ 2,500	\$ 25,500	\$ 26,000	\$ 26,500	\$ 27,000	\$ 27,500	\$ 28,000	\$ 28,500	\$ 29,000	\$ 29,500			
383	Roof Systems (normally below \$100,000 unless the school chooses not to receive additional revenue for \$100K or more roofing project/site/year - pending 2025 Legislation)	\$ 4,900	\$ 5,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 30,000			
384	Site Projects	\$ -	\$ 5,000	\$ 195,000	\$ 20,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 20,000			
Total Deferred Capital Expenditures and Maintenance Projects - Category (5)		\$ 85,770	\$ 150,000	\$ 315,800	\$ 134,250	\$ 229,250	\$ 143,250	\$ 157,000	\$ 171,000	\$ 184,500	\$ 193,250	\$ 242,250			
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for \$100,000 or more project/site/year															
Finance Code		Category (6)													
383	Roofing Systems - Additional Revenue	\$ -	\$ -	\$ 3,850,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Annual 10-Year Plan Expenditures		\$ 105,295	\$ 169,600	\$ 6,386,200	\$ 154,850	\$ 260,350	\$ 165,350	\$ 179,100	\$ 193,600	\$ 208,100	\$ 222,350	\$ 266,350			
Fund Balance Section															
Fund 01		FY 26 and 27 Revenue Projection Model Revenue				FY 28 Revenue Projection Ten-Year Spreadsheet									
Beginning Fund Balance 01-467-XX		\$ 134,425	\$ 226,843	\$ 254,956	\$ 116,798	\$ 153,730	\$ 79,462	\$ 100,194	\$ 99,658	\$ 77,640	\$ 41,372	\$ 41,372			
LTFM Fiscal Year Revenue - Levy		\$ 203,713	\$ 203,713	\$ 204,242	\$ 197,782	\$ 192,082	\$ 192,082	\$ 192,082	\$ 192,082	\$ 192,082	\$ 115,603	\$ 115,603			
LTFM Fiscal Year Revenue - AID if Applicable		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,479	\$ 76,479			
LTFM Fiscal Year Revenue Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
LEVY Page 10, Line 422	LTFM Deduction for applicable Cooperative/Intermediate Member District Levy	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000			
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
LTFM Transfer OUT if applicable - Special Legislation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
LTFM Estimated Fiscal Year Expenditures		\$ 105,295	\$ 169,600	\$ 336,400	\$ 154,850	\$ 260,350	\$ 165,350	\$ 179,100	\$ 193,600	\$ 208,100	\$ 222,350	\$ 266,350			
Ending Fiscal Year Fund Balance 01-467-XX		\$ 226,843	\$ 254,956	\$ 116,798	\$ 153,730	\$ 79,462	\$ 100,194	\$ 107,176	\$ 99,658	\$ 77,640	\$ 41,372	\$ (38,626)			
Fund 06															
Beginning Fund Balance 06-467-XX		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
LTFM Fiscal Year Bonded Revenue		\$ -	\$ -	\$ 6,049,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
LTFM Fiscal Year Revenue Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Other Transfers		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
LTFM Estimated Fiscal Year Expenditures		\$ -	\$ -	\$ 6,049,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Ending Fiscal Year Fund Balance 06-467-XX		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
End of worksheet															



Fiscal Year (FY) 2028 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2025, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2026. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
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Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2025, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes 2025, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2025, section 123B.595, subdivision 11 (**Number one reason may not be energy savings**).
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2025, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2025, section 123B.595, subdivision 11 (**Number one reason may not be energy savings**).
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2028 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2025, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes 2025, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2025, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2028 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2025, section 123B.595, subdivision 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2025, section 123B.595, subdivision 11. **Effective FY 2025 and beyond for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2025]).
6. The district's plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2025]). **The district's ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/ American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**

Certification of Statement of Assurances

Signature – Must be signed by Supt./Cooperative/Joint Powers Unit Director:	Name – Supt./Cooperative/Joint Powers Director (Please print)	Date:
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**EXTRACT OF SCHOOL BOARD MEETING MINUTES INDEPENDENT SCHOOL
DISTRICT NO. 414 | MINNEOTA PUBLIC SCHOOLS STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 414, Minneota Public Schools, State of Minnesota, was held on Wednesday, July 22, 2026, at 7:00 a.m., for the purpose in part, of approving the District's Fiscal Year (FY) 28 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2024, section 123B.595.

School Board Member _____ introduced the following resolution and moved its adoption.

**RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. 414 FY
28 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

BE IT RESOLVED that the School Board of Independent School District No. 414, Minneota Public Schools, State of Minnesota, approves the attached FY 28 Long-Term Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against:

WHEREUPON the resolution was declared duly passed and adopted on the 22nd day of July, 2026.

Martin Hennen, School Board Clerk

2026-2027 BID SUMMARIES

Bread-Baked Goods: Bid from Brad's Market

Bid Item	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
1 1/2 lbs. Whole Grain Bread	\$ 1.70	\$ 1.75	\$ 2.28	\$ 2.60	\$ 2.88	\$ 3.15	\$ 3.15	0.0%
4" Whole Grain Hamburger Buns	\$ 3.40	\$ 3.50	\$ 4.54	\$ 5.37	\$ 6.69	\$ 6.75	\$ 6.75	0.0%
Whole Grain Hot Dog Buns	\$ 3.40	\$ 3.50	\$ 5.04	\$ 2.25	\$ 2.57	\$ 3.40	\$ 3.40	0.0%
Whole Grain Dinner Rolls	\$ 1.65	\$ 1.75	\$ 1.97	\$ 2.25	\$ 2.57	\$ 3.15	\$ 3.15	0.0%
Whole Grain Hoagie/Steak Buns	\$ 3.50	\$ 3.60	\$ 4.32	\$ 5.00	\$ 6.07	\$ 6.75	\$ 6.75	0.0%

Dairy Products: Bid from Prairie Farms

Bid Item	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
1/2 pint 1% Milk	\$ 0.20	\$ 0.21	\$ 0.26	\$ 0.28	\$ 0.32	\$ 0.36	\$ 0.41	13.1%
1/2 pint Skim Chocolate Milk	\$ 0.21	\$ 0.22	\$ 0.28	\$ 0.30	\$ 0.33	\$ 0.37	\$ 0.43	15.5%
1/2 pint Skim Milk	\$ 0.20	\$ 0.21	\$ 0.25	\$ 0.27	\$ 0.31	\$ 0.35	\$ 0.40	14.9%
1 gallon 1% Milk	\$ 3.99	\$ 4.16	\$ 4.82	\$ 4.18	\$ 4.31	\$ 4.52	\$ 5.13	13.5%
1/2 pint Orange Juice	\$ 0.28	\$ 0.28	\$ 0.32	\$ 0.40	\$ 0.50	\$ 0.48	\$ 0.42	-12.3%
5 lbs Sour Cream	\$ 6.64	\$ 8.30	\$ 10.36	\$ 9.84	\$ 11.17	\$ 10.68	\$ 10.54	-1.3%
5lbs Cottage Cheese	\$ 7.42	\$ 9.17	\$ 11.08	\$ 10.06	\$ 10.66	\$ 10.03	\$ 11.71	16.8%
6 oz Yogurt	\$ 0.63	\$ 0.57	\$ 0.37	No Bid	No Bid	No Bid	No Bid	
Butter	\$ 3.99	\$ 4.15	No Bid	No Bid	No Bid	No Bid	No Bid	

Petroleum Products: Bid from Farmward Cooperative

Bid Item	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	
Diesel Fuel [per gallon]	\$ 1.75	\$ 3.04	\$ 4.45	\$ 3.41	\$ 3.28	\$ 3.33	\$ 4.43	33.0%
Unleaded Gasoline [per gallon]	\$ 1.68	\$ 2.73	\$ 3.76	\$ 3.15	\$ 3.02	\$ 2.56	\$ 3.49	36.2%



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Minneota Public Schools

6-Digit or 9-Digit Organization Number: 0414-01

Superintendent or Exec. Director Name: Scott Monson

Will act as the IOwA? XX Yes No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Scott Monson

Title: Superintendent

Board Member Signature: _____

Name: Abby Thostenson

Date: July 22, 2026

Once the EDIAM Board Resolution is completed, scan and email it to:
useraccess.mde@state.mn.us

Minneota Elementary

2026-2027

Student/Family Handbook



Honor. Respect. High Expectations.

Scott Monson, Superintendent
Heather Anderson, 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!

Our Mission:

A community in continuous pursuit of excellence.

Our Vision:

Minneota Public School is a partnership of staff, family, and community promoting lifelong learning in an everchanging world.

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.

ADMINISTRATION Nicolle Johnston, Elementary Principal/Curriculum Coordinator 507.872.6122 EX 1160	FRONT OFFICE Shannon Sorensen, Elementary Administrative Assistant Allyson Breyfogle, Secondary Administrative Assistant Sandy Minnehan, Administrative Assistant
Preschool Melinda Stiklestad – 4s and ECFE Coordinator Caitlyn Sonnenburg – 3s and 4s	Early Childhood Special Education Hollie Thompson
KINDERGARTEN Jessica Bradley Karen Dalager	GRADE 1 Kristy Schumacher Larissa Damm
GRADE 2 Sue Buysse – Reading, Social Studies, and Science Diane Gillingham – Math, Social Studies, and Science	GRADE 3 Sarah Stassen – Math and Science Heather Webskowsky – Reading and Social Studies
GRADE 4 Kim Gades – Reading and Social Studies Jared Josephson – Math and Science	GRADES 5 & 6 Shelby Domeier (6) Reading Kaley Buysse (6) Math Keven Larson (5) Science Erin Walerius (5) Social Studies
MUSIC Jay Knutson – Grades K-5	Grades 5 & 6 BAND / Grade 6 Music John Voit
PHYSICAL EDUCATION Emily Hennen – Grades K-5 and DAPE Lucas Damm – Grade 6	ART Thalia Reis

TITLE 1 Sherri Schultze – Reading	SCHOOL SOCIAL WORKERS Tiffany Johnson and Michelle Buysse
SPECIAL EDUCATION Cindy Van Keulen – Grades 1-4 Taylor Niska – Grades 4-6	ESL Stephanie Guza
Technology for Grades 4-6 David Moriarty	School Nurses Sara Gorecki Whitney Muhl

If you'd like to contact any staff member via email, use the following template:
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. 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.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- 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.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.

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 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. 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

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 a health care provider rules out other rash-causing illnesses. Persons with the fifths 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.

EXTENDED SCHOOL YEAR SERVICES

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the elementary principal, Nicolle Johnston @nicolle.johnston@minneotaschools.org.

FEEES

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.

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

Minneota Public Schools have historically conducted - and continues to conduct - Lead in Drinking Water testing per the Minnesota Department of Health guidelines. Minneota 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 Minneota 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 lockers 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:
 - The inhaler must be properly labeled for that student.
 - 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.

PROMOTION AND RETENTION

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact Nicolle Johnston, elementary principal.

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,, 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 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

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.

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.

SEIZURE ACTION PLAN

When a parent or guardian notifies the school district that a student has a diagnosed seizure disorder and has seizure rescue medication or medication prescribed by the student's licensed health care provider to treat seizure disorder symptoms, the school district will create an individualized seizure action plan.

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

Minneota school district utilizes surveys to obtain student opinions and information about students. The district gives notice to parents of students currently enrolled in or served by our school district. 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/>.

SUMMER SCHOOL

The school district may provide summer school learning opportunities for qualifying students. For more information, contact Nicolle Johnston, elementary principal.

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
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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
MCAs & MTAS R Grades 3-8 & 10 M Grades 3-8 & 11 S Grades 5, 8 & 10	Reading, Math & Science	March	Federal Government	2 – 3.5 Hours – R 1.5 – 2.5 Hours – M Up to 2 Hours – S	Mailed to Home in Fall
ACCESS for ELs (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
MCAs & MTAS R Grades 3-8 & 10 M Grades 3-8 & 11 S Grades 5, 8 & 10	Reading, Math & Science	April	Federal Government	2 – 3.5 Hours – R 1.5 – 2.5 Hours – M Up to 2 Hours – S	Mailed to Home in Fall
NWEA (Grades K – 2)	Reading, Math & Science / Benchmark	May	District	Up to 2 Hours	Available Upon Request
Fastbridge (Grades K – 6)	Reading / Benchmark & Progress Monitoring	May	District	Up to 30 Minutes	Available Upon Request

FAST (Grades K – 3)	Reading / Benchmark & Progress Monitoring	May	District	Up to 30 Minutes	Available Upon Request
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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.

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

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

2026-2027



Scott Monson, Superintendent
Heather Anderson, 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

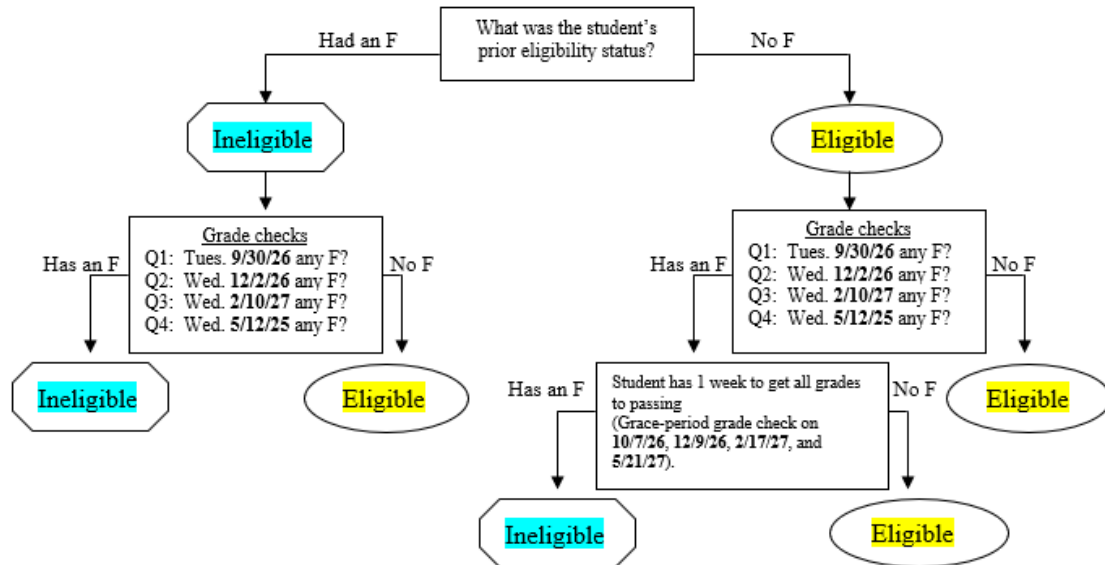
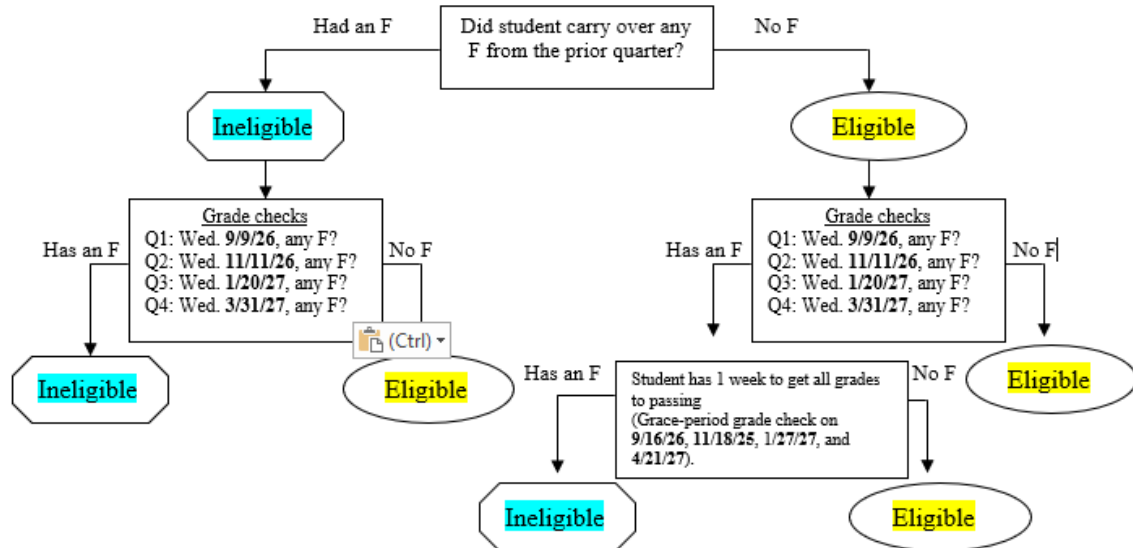
The honor roll is published each nine-week period for grades 7 and 8 and each semester for grades 9-12. Seventh and eighth grade honor roll will be based on their core classes grades. Our honor roll is divided into three sections,

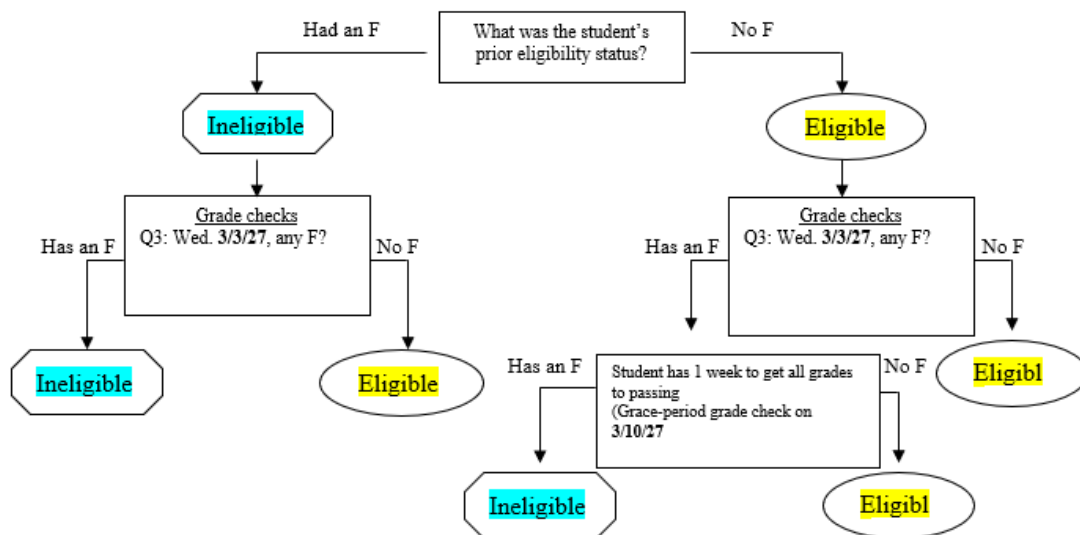
- Distinguished Honor Roll: 4.00 GPA
- High Honor Roll: 3.666 – 3.999 GPA
- Honor Roll: 3.33 – 3.665 GPA

Academic Grade Check Schedule

The following schedule will be followed for the implementation of grade checks.

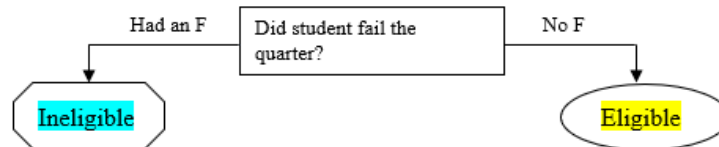
Minneota High School Academic Eligibility Procedure 2026-2027





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*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.

Buses- 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 school district will not provide transportation for students whose transportation privileges have been revoked.

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 for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- 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.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. 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.

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																																				
Approved by the School Board on February 18, 2026																																				
July 2026							January 2027																													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
				1	2	3	4	4	Independence Day					1	2	1	New Year's Day - No School																			
5	6	7	8	9	10	11								3	4	5	6	7	8	9	4	Teacher Workday														
12	13	14	15	16	17	18								10	11	12	13	14	15	16	5	School Resumes														
19	20	21	22	23	24	25								17	18	19	20	21	22	23	18	MRVED JSD - No School														
26	27	28	29	30	31									24	25	26	27	28	29	30																
August 2026							February 2027																													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
						1	17	Workshop Day [All Staff]										1	2	3	4	5	6													
2	3	4	5	6	7	8	18	Workshop Day [Licensed Staff]										7	8	9	10	11	12	13	12	No School										
9	10	11	12	13	14	15		Staff Workday										14	15	16	17	18	19	20	15	Presidents' Day - No School										
16	17	18	19	20	21	22	19	PreK-12 Open House [5-7 pm]										21	22	23	24	25	26	27												
23	24	25	26	27	28	29	24	1st Day of School										28																		
30	31																																			
September 2026							March 2027																													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
			1	2	3	4								1	2	3	4	5	6	12	End of 3rd Quarter; 12:15 pm Dismiss															
6	7	8	9	10	11	12	7	Labor Day										7	8	9	10	11	12	13	22	12:12 pm Dismiss; P-T Conferences										
13	14	15	16	17	18	19												14	15	16	17	18	19	20	25	MRVED JSD - No School										
20	21	22	23	24	25	26												21	22	23	24	25	26	27	26	No School										
27	28	29	30															28	29	30	31			29												
October 2026							April 2027																													
S	M	T	W	T	F	S	14	MRVED JSD - No School										S	M	T	W	T	F	S	S	M	T	W	T	F	S					
				1	2	3	15	EM Conference - No School														1	2	3												
4	5	6	7	8	9	10	16											4	5	6	7	8	9	10												
11	12	13	14	15	16	17	23	End of 1st Quarter; 12:15 pm Dismiss										11	12	13	14	15	16	17												
18	19	20	21	22	23	24	29	1:12 pm Dismiss										18	19	20	21	22	23	24	23	No School										
25	26	27	28	29	30	31		P-T Conferences (1:30-8:00 pm)										25	26	27	28	29	30													
November 2026							May 2027																													
S	M	T	W	T	F	S												S	M	T	W	T	F	S	S	M	T	W	T	F	S					
1	2	3	4	5	6	7																			1											
8	9	10	11	12	13	14	26	Thanksgiving - No School										2	3	4	5	6	7	8												
15	16	17	18	19	20	21	27											9	10	11	12	13	14	15	15	Commencement										
22	23	24	25	26	27	28												16	17	18	19	20	21	22	21	Final Student Day										
29	30																	23	24	25	26	27	28	29	24	Staff Workday										
30																		30	31						31	Memorial Day										
December 2026							June 2027																													
S	M	T	W	T	F	S												S	M	T	W	T	F	S	S	M	T	W	T	F	S					
			1	2	3	4	5	23 End of 2nd Quarter/1st Semester										1	2	3	4	5	6													
6	7	8	9	10	11	12		1:12 Dismiss; Teacher PD										7	8	9	10	11	12	13												
13	14	15	16	17	18	19	24	Winter Break										14	15	16	17	18	19	20	19	Juneteenth - Holiday										
20	21	22	23	24	25	26	31											21	22	23	24	25	26	27												
27	28	29	30	31														28	29	30																
Quarter #1 = 41 days							Potential Snow/Weather Make-Up Days														Quarter #3 = 46 days															
Quarter #2 = 41 days							February 15, March 29, April 23 and End of the Year														Quarter #4 = 46 days															

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.

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 Minneota 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.

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

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations

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, Heather Anderson heather.anderson@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.

Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day

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.

Graduation Policy – Minneota High School

A. MINNEOTA HIGH SCHOOL GRADUATION REQUIREMENTS

For full policy, please refer to [ISD #414 Policy 613](#)

- *In order to participate in Commencement and receive a Minneota Public High School diploma, students are required to successfully complete all current high school courses, tests, and credits according to district and state requirements.*

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Minneota Public School. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Parents may opt out of the statewide assessments for their student(s) by completing the [Parent Refusal](#) form and returning it to the school district office.

1. Course Credits Required

To receive a diploma, students must successfully complete at least 23 credits and comply with the following high school level course requirements:

<u>Grade 9:</u> Language Arts 9 1 cr Earth Science 1 cr Algebra I 1 cr American History I 1 cr PE/Health 9 1 cr	<u>Grade 10:</u> Language Arts 10 1 cr Biology 1 cr Geometry 1 cr American History II 1 cr Health 10 .5 cr
<u>Grade 11:</u> Language Arts 11 1 cr Chemistry or Physics 1 cr Algebra II 1 cr World Hist/Geography 1 cr	<u>Grade 12:</u> Language Arts 12 1 cr Civics 1 cr Personal Finance .5 cr
<u>Additional Requirements:</u> Visual/Performing Art 1 cr (Music and Art courses) Vocational/Tech Ed 1 cr (Ag Tech, Business, or Family & Consumer Science courses)	

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, Health
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, 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

Harassment and Violence Prohibition

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 identity, 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. Detailed information on the school district's "Harassment and Violence Prohibition" policy.

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:

Minneota Public Schools have historically conducted - and continues to conduct - Lead in Drinking Water testing per the Minnesota Department of Health guidelines. Minneota 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 Minneota 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 Minneota 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 (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Activities Director, Patty Myrvik, as the district's Title IX Coordinator.

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.
- Fifth's Disease: Call the school nurse or office if your child has been diagnosed with Fifth's 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.

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

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly. 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 11th and 12th 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 10th grade and may attend prom if they are invited by an 11th or 12th grade Minneota student.
- Older students (students who have graduated high school) may attend if they are asked by an 11th or 12th 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 11th or 12th 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

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 Heather Anderson 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.

Tennesen 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.



Minneota Public School District

Policy 208

Adopted: March 2010

Revised: July~~March~~ 2026~~5~~

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES AND PROCEDURES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy- and procedure-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies and procedures shall be maintained and modified as needed. Policies and procedures should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy and procedure with the force and effect of law for the school district. School district policy and procedure provide the school board's general direction for the school district while delegating implementation of policy and procedure to the administration.
- B. The school district's policies and procedures provide guidelines and goals to the school community. The policies and procedures are the basis for guidelines and directives by the administration. The school board shall determine the effectiveness of policies and procedures by evaluating periodic reports from the administration.
- C. Policies or procedures may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies, procedures, or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY AND PROCEDURE

- A. The school board shall give notice of proposed policy or procedure changes or adoption of new policies and procedures by placing the item on the agenda of one school board meeting. The proposals shall be distributed, and public comment will be allowed at that meeting prior to final school board action.
- B. The final action taken to adopt the proposed policy or procedure shall be approved by a simple majority vote of the school board at a subsequent meeting after the meeting at which

public input was received. The policy or procedure will be effective on the later of the date of passage or the date stated in the motion.

- C. In an emergency, a new or modified policy or procedure may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy or procedure shall be included in the minutes. The policy or procedure adopted in an emergency shall expire within one year following the emergency action unless the policy or procedure adoption procedure stated above is followed and the policy or procedure is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy or procedure is revised ~~modified~~ with minor, technical changes that do not affect the substance of the policy or procedure, the school board directs school district staff to incorporate the technical revisions in the relevant policy or procedure. If a policy or procedure is revised ~~or~~ because of a legal change over which the school board has no control, the modified policy or procedure may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies and procedures, other than the policies and procedures that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies and procedures. A copy of the school district policies and procedures shall be placed in the office of each school attendance center and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy and procedure current.
- D. The school board shall review policies and procedures at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies and procedures annually. In addition, the school board shall review the following policies annually 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy or procedure exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy or procedure and present a recommended policy or procedure to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)



Minneota Public School District

Policy 402

Adopted: March 2001

Revised: JulyOctober 20265

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

E. Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in employment may be an unfair discriminatory practice under the Minnesota Human Rights Act.

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

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



Minneota Public School District

Policy 423

Adopted: June 2015

Revised: JulyApril 20265

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise sound judgment and professionalism in all interpersonal relationships with students. Such relationships must be, and remain, on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

4.5. Grooming is prohibited under Minnesota Statutes, section 609.352.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with the school district's MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons policy), unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults) Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators) Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)



Minneota Public School District

Policy 509

Adopted: August 17, 2010

Revised: ~~November~~ July 2026⁵

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; ~~grade level~~; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and

2. in considering the capacity of a grade level, the school district may ~~only~~ limit the enrollment of nonresident students in its schools or programs to a number not less than the lesser of:

a. ~~(a)~~ one percent of the total enrollment at each grade level in the school district; or ~~(b)~~

a.b. the number of school district resident students at that grade level enrolled in a nonresident school district according to ~~in accordance with Minnesota Statutes, section §~~ 124D.03.

2.3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

- B. If the school district limits enrollment of nonresident students pursuant to Paragraph ~~A~~this section, the school district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.
- C. The parent of a student with a disability not yet enrolled in kindergarten and not open enrolled in a nonresident district may elect, in the same manner as the parent of a resident student with a disability, a school in the nonresident district where the child is enrolled in a Head Start program or a licensed child care setting in the nonresident district, provided the child can be served in the same setting as other children in the nonresident district with the same level of disability.

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

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

IV. BASIS FOR DECISIONS

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

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

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault as described in Minnesota Statutes, section 609.223, subdivision 1~~involving assaulting another and inflicting substantial bodily harm.~~

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

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

1. The student's previous academic achievement ~~of a student~~;
2. The student's athletic or extracurricular ability ~~of a student~~;
3. The student's disabling conditions ~~of a student~~;
4. The student's ~~a student's~~ proficiency in the English language;
5. the student's district of residence, except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.

C. Application

The ~~student and~~ parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) Application if applicable) developed by MDE and available on its website. The signed application must be submitted by January 15 for initial enrollment beginning the following school year.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 142D.08124D.151 to follow the application procedures under Minnesota Statutes, section 124D.03, subdivision 3 ~~this subdivision~~ to enroll in kindergarten. A school district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 142D.08124D.151 or to remain enrolled in the school district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under Minnesota Statutes, section 124D.03, subdivision 12.

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

D. Lotteries

1. If a school district has more applications than available seats at a specific grade

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

- a. the student's resident district does not operate a school building;
- b. the municipality is located partially or fully within the boundaries of at least five school districts;
- c. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
- d. no other nonresident, independent, special, or common school district operates a school building within the municipality.

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

E. Exclusion

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

F. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant under Minnesota Statutes, section 260C.007, subdivision 19, the student has

been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court.

A "habitual truant" is a child who is at least twelve (12) years old and less than eighteen (18) years old~~under 17 years of age~~ who is absent from attendance at school without lawful excuse ~~for seven school days in a school year if the child is in elementary school or~~ for one (1) or more class periods on seven (7) school days in a school year if the child is in middle school, junior high school, or high school, or a child who is seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days in a school year and who has not lawfully withdrawn from school. Pursuant to Minnesota Statutes, section 260C.163, subdivision 11, "habitual truant" also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws. under Minn. Stat. § 120A.22, Subd. 8.

The school district may also terminate the enrollment of a nonresident student over seventeen (17) years of age if the student is absent without lawful excuse for one (1) or more periods on fifteen (15) school days and has not lawfully withdrawn from school under ~~Minnesota Statutes, section §~~ 120A.22, ~~Subdivision~~ 8.

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

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

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 125A.13 (School of Parents' Choice)
[Minn. Stat. § 142D.08 \(Voluntary Prekindergarten Program for Eligible Four-Year-Old Children\)](#)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
[Minn. Stat. § 260C.163, Subd. 11 \(Hearing\)](#)
[Minn. Stat. § 609.223, Subd. 1 \(Assault in the Third Degree\)](#)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)
18 U.S.C. 930, para. (g)(2) (Definition of weapon)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)

[Resources:](#) [Minnesota Department of Education: Open Enrollment \(accessed 03/18/26\)](#)



Minneota Public School District

Policy 521

Adopted: March 18, 2010

Revised: JulyOctober 20265

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment; or
 - 4. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.
- E. Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in education may be an unfair discriminatory practice under the Minnesota Human Rights Act.

III. COORDINATOR

Persons who have questions or comments should contact:

Nicolle Johnston, Elementary Principal and 504 Coordinator
507.872.6175, ext. 1160
nicolle.johnston@minneotaschools.org
Minneota Public Schools, ISD 414
504 North Monroe Street
Minneota, MN 56264

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

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

Legal References: Minn. Stat. § 363A.03, Subd. 12 (Definitions)
[Minn. Stat. § 363A.02, Subd. 1 \(Public Policy\)](#)
42 U.S.C Ch. 126 (Equal Opportunity for Individuals with Disabilities)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

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

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

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

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

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

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

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

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

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

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)



Minneota Public School District

Policy 524

Adopted: 1996 (Model)

Revised: JulyJune 2026

524 INTERNET AND TECHNOLOGY 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.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet 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 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.
11. Users will not access, download, or use a school district website, application, software, program, or other service (1) to nudify an image or video; or (2) nudify an image or video on behalf of a user.
 - a. "Identifiable individual" means a person that is identifiable:
 - (1) from the image itself, by the person depicted in the image, or by another person; or
 - (2) from personal information displayed in connection with the image.
 - b. "Intimate part" has the meaning given in Minnesota Statutes, section 609.341, subdivision 5.
 - c. "Nudify" or "nudified" means the process by which:
 - (1) an image or video is altered or generated to depict an intimate part not depicted in an original unaltered image or video of an identifiable individual; and

(2) the altered or generated image or video is so realistic that a reasonable person would believe that the intimate part belongs to the identifiable individual.

- 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 may also 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. 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.

XVI. 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: [Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)
~~[15 U.S.C. § 6501 et seq. \(Children's Online Privacy Protection Act\)](#)~~
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)
[Minn. Stat. § 325E.91 \(Prohibition on Nudification Technology\)](#)
[Minn. Stat. § 609.341, Subd. 5 \(Definitions\)](#)
~~[Kowalski v. Berkeley County Sch.](#), 652 F.3d 656 (4th Cir. 2011)~~
~~[Layshock v. Hermitage Sch. Dist.](#), 650 F.3d 205 (3rd Cir. 2011)~~
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)
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 (8th Cir. 2012)
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 524.5 \(Personal Electronic Communication Devices\)](#)
 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)

INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

INTERNET USE AGREEMENT - EMPLOYEE

SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____



Minneota Public School District

Policy 613

Adopted: September 20, 2011

Revised: July~~March~~ 2026

613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.

~~B. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.~~

~~C.~~ B. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.

~~D.~~ C. “Required standard” means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.

~~E.~~ D. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

The Elementary Principal or their designee shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. ASSESSMENT GRADUATION REQUIREMENTS

A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with Minnesota Statutes, section 120B.307, subdivision 4, paragraph (d), and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and-
2. Consistent with this paragraph and Minnesota Statutes section 120B.125, age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

B. Targeted Instruction Plan

1. A student under Subparagraph V.A.1. above must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
2. Consistent with Minnesota Statutes, sections 120B.13, 120B.30, 124D.09, 124D.091, 124F.08, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically

ready for a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level course credits for graduation:

A. Credit Requirements

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
2. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
3. Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;
4. ~~Four~~Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
5. One credit in the arts and career and tech field sufficient to satisfy all of the state or local academic standard in the arts;
6. One and one-half credits of physical education and health;
7. Personal Finance (senior class); and
8. A total of 23 credits

B. Credit Equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph D., above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph C., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph C., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry academic standards or all of the physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph C., above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph E., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph C., above, if the credit meets the state academic standards in mathematics or science.
6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages

standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

- C. All students must satisfactorily complete the following required Academic Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 - 1. Minnesota Academic Standards, Language Arts K-12;
 - 2. Minnesota Academic Standards, Mathematics K-12;
 - 3. Minnesota Academic Standards, Science K-12;
 - 4. Minnesota Academic Standards, Social Studies K-12; and
 - 5. Minnesota Academic Standards, Arts K-12;
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07 upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

IX. HIGH SCHOOL DIPLOMA FOR VETERANS

A. Diploma

The school district must, upon a request under Paragraph B. below issue a high school diploma to a veteran as defined in Minnesota Statutes, section 197.447 who was unable to

complete their high school education for reasons related or unrelated to their military service, and who served:

1. during the Korean Conflict; or
2. during the Vietnam War.

B. Request

A veteran may request a diploma on their own behalf, or a family member may make a posthumous request on behalf of a deceased veteran or service member. The high school diploma is awarded based on the veteran's knowledge and experience gained while in service, or the veteran's other relevant lived experience. The school district may require the veteran or veteran's requestor to provide evidence that the veteran was a Minnesota public school student or is a current Minnesota resident.

C. No Report Required

The school district is not required to report on diplomas issued under Minnesota Statutes, section 127A.135.

D. Assistance

The Minnesota Department of Veterans Affairs and county veteran service officers may provide assistance to districts fulfilling diploma requests, including but not limited to verification of discharge paperwork.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.13 (Advanced Placement and International Baccalaureate Programs)
Minn. Stat. § 120B.251 (Ethnic Studies Requirements)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 124D.091 (Concurrent Enrollment Program Aid)
Minn. Stat. § 124F.08 (Education and Employment Transitions Partnerships)

[Minn. Stat. § 127A.135 \(High School Diploma for Veterans\)](#)

Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12 [Language Arts])

Minn. Rules Parts 3501.0750 (Academic Standards for Mathematics)

Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)

Minn. Rules Parts 3501.0960 (Academic Science Standards for Kindergarten through Grade 12)

Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1350 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

Resources:

Minnesota House of Representatives: [Minnesota's Graduation Requirements](#) (November 2025) (accessed 01/29/26)



Minneota Public School District

Policy 621

Adopted: July 2023

Revised: July 2026

621 LITERACY AND THE READ ACT

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board ~~as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher~~, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. ~~A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.~~

- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one (1) district, jointly by two (2) or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "expressive language," ~~and/or~~ "receptive language", includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics. Oral language also includes sign language, in which speaking and listening skills are defined as expressive and receptive skills, and consists of phonology, including sign language phonological awareness, morphology, syntax, semantics, and pragmatics.
- H. "Parent" means a student's parent or legal guardian.
- ~~H.I.~~ "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- ~~H.J.~~ "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- ~~H.K.~~ "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- ~~H.L.~~ "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional,

problem-solving thinking processes.

LM. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.

MN. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.

NO. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

A. The school district must administer an approved reading screener to students in kindergarten through grade 3 within the first six (6) weeks of the school year, by February 15 each year, and again within the last six (6) weeks of the school year. The district must provide vendor-approved screening accommodations to students with documented accommodation plans.

A district must administer an approved reading screener to students in grades four and above who are not reading at grade level at least once per year until the student reaches grade-level proficiency. The screener must be one of the screening tools approved by the Minnesota Department of Education (MDE).

B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.

C. Schools, after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32, and must give the parent of each student who is not reading at or above grade level information from the screener about:

1. the student's reading proficiency as measured by a screener approved by MDE;
2. reading-related services currently being provided to the student and the student's progress; and
3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.

- D. For students enrolled in dual language immersion programs, the school district must measure the student's reading proficiency in English or in the program's partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students' reading proficiency, including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.
- E. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and expressive or receptive language mastery. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills. ~~For students reading at grade level, beginning in the winter of grade 2, the oral reading fluency screener may be used to assess reading difficulties, including characteristics of dyslexia, without requiring a separate screening of each subcomponent of foundational reading skills.~~
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. For students enrolled in dual language immersion programs:
 - 1. if students are screened in the partner language, they must be screened at the same interval as the screenings in English under Paragraph A above;
 - 2. if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;

3. if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;
 4. if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and
 5. the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.
- D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who are not reading at grade level must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- E. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the MDE Commissioner.
- F. An English language learner must be screened for characteristics of dyslexia according to the vendor's assessment guidelines.
- ~~FG.~~ The school district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under Minnesota Statutes, section 120B.12, subdivision 2, paragraph (a), the report must include:
1. a summary of the school district's efforts to screen for characteristics of reading difficulties, including dyslexia;
 2. the number of students universally screened for that reporting year;
 3. the number of students demonstrating characteristics of dyslexia for that year; and

4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide aligned and targeted reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.1118, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. If the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.1118.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide aligned and targeted reading intervention as defined by the MTSS framework until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.
- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning

plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every 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. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. a process to notify and involve parents;
 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. identification of staff development needs, including a plan to meet those needs;
 6. the curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-2026 school year;;
 7. a statement of whether the school district has adopted an MTSS framework;
 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;
 - b. students who demonstrate characteristics of dyslexia; and
 - c. students in grades 4 to 12 who are identified as not reading at grade level.
 9. the number of teachers and other staff that have completed training approved by the department.

10. the number of teachers and other staff proposed for training in structured literacy;
11. how the district used funding provided under the Read Act to implement the requirements of the Read Act;
12. beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98; ~~and~~
13. beginning on December 31, 2025, for a district with a dual language immersion program:
 - a. the program's partner language;
 - b. grade levels included in the program;
 - c. the language used to screen students' foundational reading skills;
 - d. the percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and
 - e. the number of students in the program in grades 4 to 12 who are identified as not reading at grade level.

14. beginning with the 2026-2027 school year, a description of how schools in the district will use the school library media center to complement students' foundational reading skills.

- B. Annually by June 15, the school district must post its literacy plan on the official school district website and submit it to the Commissioner of MDE using the template developed by the Commissioner.
- C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.

VIII. STAFF TRAINING

- A. The district must provide training from a menu of approved evidence-based training programs to the following teachers and staff by July 1, 2026::
 1. reading intervention teachers working with students in kindergarten through grade 12;
 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;

3. kindergarten through grade 12 special education teachers responsible for foundational reading instruction;
4. curriculum directors;
5. instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher;
6. employees who select literacy instructional materials for a district; and
7. teachers holding English as a second language teaching licenses.

B. The school district must provide training from a menu of approved evidence-based training programs to the following teachers by July 1, 2027:

1. Teachers who provide foundational reading instruction to students in grades 4 to 12;
2. Teachers who provide instruction to students in a state-approved alternative program; and
3. Teachers who provide instruction to students in dual language immersion programs.

The Commissioner of MDE may grant a school district an extension to these deadlines.

C. By August 30, 2025, the school district must employ or contract with a literacy lead; or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

D. Training provided by the following may satisfy the professional development requirements under this Article:

1. a certified trained facilitator; or
2. a training program that MDE has determined meets the professional development requirements under the Read Act.

E. Beginning July 1, 2027, an educator required to receive training under Minnesota Statutes, section 120B.123, subdivision 5, paragraph (a), who is new to the state of Minnesota or is a newly licensed teacher who did not receive instruction in the teaching of foundational reading skills based on structured literacy, must complete one (1) of the approved required trainings. Training must be offered through the regional literacy network and facilitated by

a local certified trained facilitator. MDE must review district literacy lead waiver requests and grant waivers to educators new to the state or educators who provide reading instruction exclusively using alternatives to sound-based approaches, and who have completed the professional development requirements consistent with this subdivision.

- F. For the 2024-2025, 2025-2026 and 2026-2027 school years only, the hours of instruction requirement under Minnesota Statutes, section 120A.41 for students in elementary and secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9 and 13, is reduced by 5-1/2 hours for a district that enters into an agreement with the exclusive representative of the teachers that requires teachers to receive at least 5-1/2 hours of approved evidence-based training required under this subdivision, on a day when other students in the district receive instruction.

The hours of instruction reduction for secondary school students is applicable only for the 2025-2026 and 2026-2027 school years.

- G. An educator who was first enrolled in an elementary, special education, or early childhood education Minnesota-approved teacher preparation program on or after June 1, 2026, does not need to receive additional training according to Minnesota Statutes, section 120B.123, subdivision 5, paragraph (a).

- H. All professional development and digital curriculum resources must comply with the accessibility standards developed according to Minnesota Statutes, section 16E.03, subdivision 9. Professional development provided in accordance with the Read Act is subject to the requirements of Minnesota Statutes, section 363A.43.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with Minnesota Statutes, section 120B.12, subdivision 1, paragraphs (b) and (c). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental,

linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;

3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including academic language development, and build academic literacy; and
 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY AID USES

The school district must use its literacy aid to meet the requirements and goals adopted in the school district's local literacy plan.

Legal References: Minn. Stat. § 120B.1118 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)
[Minn. Stat. § 363A.43 \(Continuing Education; Accessibility\)](#)

Cross References: None



Minneota Public School District

Policy 709

Adopted: December 18, 2012

Revised: JulyNovember 20265

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades Pre-K through 12 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades Pre-K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or

second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school; if they have not previously received school bus training.

Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades Pre-K through 12 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required
 - a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.

- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - (3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. 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.
- B. Consequences for school bus/bus stop misconduct will be imposed by 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.
 - 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 - 2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.

- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. 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.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. 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.

(1) PreK-12

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.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) 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 also may result from school bus/bus stop misconduct.

(4) 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.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

(6) 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.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and

7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

These will be managed by the district or its designee.

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Paragraph VII.D., below.
- B. The school district or its designee shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and

9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
 2. Understand student behavior, including issues relating to students with disabilities;
 3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
 5. Handle emergency situations; and
 6. Safely load and unload students.
- The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Model School Bus Driver Training Program.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. 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.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines

and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic.

For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

"School bus" means a motor vehicle used to: (1) transport pupils to or from a school defined in Minnesota Statutes, section 120A.22, or to or from school-related activities, by the school or a school district, or by someone under an agreement with the school or a school district; or (2) provide training on the operation of the vehicle for purposes specified in clause (1) to employees of the school, school district, or a person under agreement with the school or school district.

A school bus does not include a motor vehicle transporting children to or from school for which parents or guardians receive direct compensation from a school district, a motor coach operating under charter carrier authority, a transit bus providing services as defined in Minnesota Statutes, section 174.22, subdivision 7, or a vehicle otherwise qualifying as a type III vehicle under Minnesota Statutes, section 169.011, subdivision 71, paragraph (h), when the vehicle is properly registered and insured and being driven by an employee or agent of a school district for nonscheduled or nonregular transportation.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport

school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. ~~First aid kit and a~~Body fluids cleanup kit. A ~~minimum of a ten-unit first aid kit and a~~ body fluids cleanup kit is required. ~~The kit They~~ must be contained in ~~a~~ removable, moisture- and dust-proof containers ~~s~~ mounted in an accessible place within the driver’s compartment and must be marked to indicate ~~their the kit’s~~ identity ~~and location~~.
 - c. First Aid Kit

A first aid kit meeting the requirements as defined in the current version of the National School Transportation Specifications and Procedures (NSTSP) must be provided in vehicles model year 2027 and newer. All other vehicles may contain a minimum of a ten-unit first aid kit, as specified in Minnesota Rules 1993, part 3520.5120, or a first aid kit

meeting the requirements of the NSTSP. After January 1, 2030, all type III vehicles must be equipped with a first aid kit meeting the requirements of the NSTSP.

e.d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Class D Driver's License

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

- (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with Paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the

- employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subdivision 2 (See Paragraph II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivision 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15 and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and

Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
[Minnesota Rules 1993, part 3520.5120](#)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Resources: Minnesota Department of Public Safety: [School Bus Resources](#) (accessed 10/12/25)
National Highway Traffic Safety Administration: [Guideline for the Safe Transportation of Pre-school Age Children in School Buses](#) (Feb. 1999) (accessed 10/12/25)

Notification to Employer Of Moving Violation Commercial Driver's License 49 CFR 383.31 Minnesota Statute 171.168	
Upon conviction of any moving violation by any state or local jurisdiction the holder of a Minnesota Commercial Driver License must notify their employer(s) in writing within 30 days of such conviction.	
DRIVER NAME (First Name, MI, Last Name)	STATE
COMMERCIAL DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? ☐ YES ☐ NO
DATE OF CONVICTION	
LOCATION OF OFFENSE	CITY STATE
DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:	DATE
SIGNATURE OF DRIVER	

**Notification to Employer
Of
Suspension, Revocation, Cancellation or Disqualification**

Commercial Driver's License
49 CFR 383.33
Minnesota Statute 171.169

The holder of a Minnesota Commercial Driver License shall notify their employer(s) in writing of any suspension, revocation, cancellation, loss of privilege or disqualification, before the end of the business day following the day the driver (employee) received notice of the suspension, revocation, cancellation, loss of privilege or disqualification.

DRIVER NAME (First Name, MI, Last Name)

STATE

COMMERCIAL DRIVER'S LICENSE NUMBER

DID THE VIOLATION HAPPEN IN A
CMV?
☐ YES ☐ NO

DATE OF CONVICTION

LOCATION OF OFFENSE

CITY

STATE

DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING
SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING
PRIVILEGES:

DATE

SIGNATURE OF DRIVER

**Type III School Bus Driver
Notification to Employer
Of
Violation**

Alcohol Related Offense (Minnesota Statute 169A)
Disqualifying Offense (Minnesota Statute 171.3215 sub 1)
Moving Violation (Minnesota Statute 169)

Minnesota Statute 171.02 sub 2b

An operator who sustains a conviction as described in 171.02 sub 2b paragraph (h), (i) or (j) while employed by the entity that owns, leases, or contracts for the school bus shall report the conviction to the employer(s) in writing within 10 days of such conviction.

DRIVER NAME (First Name, MI, Last Name)

STATE

DRIVER'S LICENSE NUMBER

DID THE VIOLATION HAPPEN IN A
CMV?
☐ YES ☐ NO

DATE OF CONVICTION

LOCATION OF OFFENSE

CITY

STATE

DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING
SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING
PRIVILEGES:

DATE

SIGNATURE OF DRIVER



Minneota Public School District

Policy 721

Adopted: August 2017

Revised: JulyApril 2026

721 PROCUREMENT POLICY

I. PURPOSE

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

II. DEFINITIONS

- A. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. “Competitive procurement process” means a process for procurement by sealed bids or by proposals under Minnesota Statutes, section 471.345.
- C. “Contract” means a legal instrument by which the school district purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the school district considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- D. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- E. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the school district for financial statement purposes, or \$10,000.

- F. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. below:
1.
 - a. The federal financial assistance that the school district receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101; or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that the school district receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101.
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2) of the definition of *Federal financial assistance* in 2 Code of Federal Regulations 200.1, or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- G. “Grants” includes
1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
 2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.
- H. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- I. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.
- J. “Severance pay” is a payment in addition to regular salaries and wages by the school district to workers whose employment is being terminated.
- K. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. PROCUREMENT METHOD OPTIONS

A. Procurement by micro-purchase

The acquisition of supplies or services when the aggregate dollar amount of the procurement transaction does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, subpart 2.1 or as periodically adjusted for inflation).

B. Procurement by small purchase procedures

This procurement method may be used when the value of the procurement transaction does not exceed the federal simplified acquisition threshold and is within the state threshold of \$175,000. If a small purchase procedure is used, price or rate quotations must be obtained from an adequate number of qualified sources. Unless specified by the Federal agency, the school district may exercise judgment in determining what number is adequate.

C. Procurement by sealed bids (formal advertising)

This procurement method involves a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

D. Procurement by competitive proposals

This procurement method is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

E. Procurement by noncompetitive proposals

This procurement method involves solicitation of a proposal from only one source.

IV. GENERAL PROCUREMENT STANDARDS

A. The school district must use its own documented procurement procedures that reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease

versus purchase alternatives and any other appropriate analysis to determine the most economical approach. Breaking up a procurement into smaller components to avoid the thresholds established in this policy is prohibited.

- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered.
- H. Thresholds for Employee Purchases
 - 1. The superintendent and/or Business Manager, in conjunction with the school board, is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board, except as otherwise provided in this policy. Nothing in this paragraph shall be construed to waive or supersede statutory requirements relating to public contracts, competitive bidding thresholds, or school board oversight, except as expressly permitted by law.
 - 2. Individual school district employees may incur expenditures in the following amounts without prior board approval so long as such expenditures are consistent with the school board-approved budget, provided that in all cases the school board retains authority to disapprove any expenditure for any reason at its sole discretion:
 - a. ~~1.~~—Any school district employee may make a purchase for use in connection with school district operations when the expenditure is less than \$1,000 and is consistent with this policy's requirements.
 - b. ~~2.~~—In addition to the foregoing, the following school district employees may execute a purchase or procurement that requires the expenditure of up

to the following amounts:

~~(1) a.~~ Superintendent: Up to \$5,000

~~B(2) .~~ Business Manager: Up to \$5,000

3. Emergency expenditures and procurement authorization

Notwithstanding other provisions of this policy, including the threshold authorization above, the superintendent is authorized to approve emergency expenditures when the superintendent determines that a public exigency or emergency exists that threatens the health, safety, or welfare of students, staff, or school district property and that the expenditure cannot be delayed until the next regular or special meeting of the school board without material harm to the school district.

In an emergency, the Superintendent may authorize an expenditure in excess of the Superintendent's delegated purchasing authority, subject to the following conditions:

1. The procurement shall comply with applicable state and federal law, including the use of noncompetitive procurement when permitted by law;
2. The superintendent shall document the nature of the emergency, the basis for determining that immediate action was required, and the reason competitive procurement procedures were not used;
3. The expenditure shall be reported to the school board for ratification at the next regular or specially called school board meeting; and
4. Emergency authority under this paragraph is limited to the specific emergency circumstances and does not constitute a permanent increase in the superintendent's purchasing authority.

V. **PROCUREMENT METHODS WHEN USING STATE FUNDS**

The school district must use one of the following methods of procurement when using state funds:

A. Procurements for \$25,000 or less

If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the school district's discretion. If the contract is made upon quotation it shall be based, so far as practicable, on at least two (2) quotations which shall be kept on file for a period of at least one (1) year after their receipt.

Alternatively, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Procurements for \$25,000 or less also may be conducted by micro-purchase.

B. Procurements Exceeding \$25,000 but not \$175,000

1. Sealed Bids or Direct Negotiation

If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two (2) or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one (1) year after receipt thereof.

2. Best Value Alternative

As an alternative to the procurement method described in Subparagraph B.1 above, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

C. Procurements Exceeding \$175,000

If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing school district contracts.

D. Procurement by Sealed Bids

Procurement by sealed bids means a process in which bids are publicly solicited and a firm fixed price contract by lump sum or unit price is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for bids, is the lowest in price. If sealed bids are used, the following requirements apply:

1. bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;
2. the invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. all bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;

4. a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;
5. any or all bids may be rejected if there is a sound documented reason; and
6. in order for a sealed bid to be feasible, the following conditions must be present:
 - a. a complete, adequate, and realistic specification or purchase description is available;
 - b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the price.

E. Procurement by Proposals

"Procurement by proposals" means a process in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

1. requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. the school district must have a written method for conducting technical evaluations of the proposals received and for making selections; and
3. contracts must be awarded to the responsible offeror whose proposal is most advantageous to the school district, with price and other factors considered.

VI. PROCUREMENT METHODS WHEN USING FEDERAL FUNDS

A. Procurement by Competitive Proposals

This is a procurement method used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. If this method is used, the following requirements apply:

1. Requests for proposals require public notice, and all evaluation factors and their

relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered;

2. Proposals must be solicited from an adequate number of qualified sources;
3. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

B. Procurement by Noncompetitive Proposals

Procurement by noncompetitive proposals may be used only when one (1) or more of the following circumstances apply:

1. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;
2. The item is available only from a single source;
3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
4. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
5. After solicitation of a number of sources, competition is determined inadequate.

C. Competition

1. All procurement transactions under the Federal award must be conducted in a manner that provides full and open competition and is consistent with the standards of 2 Code of Federal Regulations, sections 200.319 and .320.
2. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - a. are made in accordance with 2 Code of Federal Regulations, section

200.319(b);

- b. incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - c. identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- D. The school district must ensure that all prequalified lists of persons, firms, or products used in procurement transactions are current and include enough qualified sources to ensure maximum open competition. When establishing or amending prequalified lists, the school district must consider objective factors that evaluate price and cost to maximize competition. The school must not preclude potential bidders from qualifying during the solicitation period.
- E. The school district is prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- F. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.
- G. Managing Property and Equipment and Safeguarding Assets
 - 1. Property Standards

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

The school district must adhere to the requirements concerning real property,

equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

2. Managing Equipment

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

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

H. Cybersecurity

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

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

VII. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and tracking expenditures to establish that funds have been used in accordance with federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment

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

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

C. Internal Controls

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

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

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

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

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

VIII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

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

B. Definitions

1. “Advance payment” means a payment that a federal agency or pass-through entity makes by any appropriate payment mechanism and payment method before the school district disburses the funds for program purposes.
2. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
3. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements).
4. “Omni Circular”(also known as 2 Code of Federal Regulations, part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, or the Uniform Grant Guidance means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, part 200, subpart E under specific conditions (review the specific part of 2 Code of Federal Regulations 200, subpart E for allowability requirements for the specific cost):

1. Advertising and public relations;
2. Advisory councils;
3. Audit costs and related services;
4. Bonding costs;

5. Compensation - personal services;
6. Compensation – fringe benefits;
7. Conferences;
8. Contingency provisions;
9. Depreciation;
10. Employee health and welfare costs;
11. Equipment and other capital expenditures;
12. Gains and losses on disposition of depreciable assets;
13. Insurance and indemnification;
14. Intellectual property;
15. Maintenance and repair costs;
16. Materials and supplies costs, including costs of computing devices;
17. Memberships, subscriptions, and professional activity costs;
18. Organization costs;
19. Participant costs;
20. Plant and security costs;
21. Pre-award costs;
22. Professional service costs;
23. Proposal costs;
24. Publication and printing costs;
25. Rearrangement and reconversion costs;
26. Recruiting costs;
27. Relocation costs of employees;
28. Rental costs of buildings and equipment;

29. Scholarships, student aid costs, and tuition remission;
30. Specialized service facilities;
31. Taxes;
32. Telecommunication and video surveillance costs;
33. Termination and standard closeout costs;
34. Training and education costs;
35. Transportation costs; and
36. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, part 200 and EDGAR identify certain costs that may never be paid with federal funds. The list below provides examples of such costs. If a cost is on this list, it may not be supported with federal funds unless an exception exists (review the specific part of 2 Code of Federal Regulations 200, subpart E for possible exceptions to unallowable costs). The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, part 200, subpart E; thus, the following list is not exhaustive:

1. Alcoholic beverages;
2. Bad debts;
3. Contingency provisions (with limited exceptions);
4. Contributions and donations
5. Entertainment (with limited exception);
6. Fines, penalties, damages, and other settlements;
7. Fundraising and investment management costs (with limited exceptions);
8. General costs of government (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
9. Goods or services for personal use;

10. Interest (except interest specifically stated in 2 Code of Federal Regulations, section 200.449 as allowable);
11. Lobbying;
12. Losses on other Federal awards or contracts;
13. Selling and marketing;
14. Student activity costs;
15. Religious use;
16. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
17. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
18. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

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

F. Federal Cost Principles

The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

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

G. Program Specific Fiscal Rules

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

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

district provided with state or local funds in the prior year.

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

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

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

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

K. Reduction in Aid

If the school district makes a purchase without a procurement policy adopted by the school board or makes a purchase not in conformity with the school district's procurement policy, the Commissioner may reduce that school district's state aid in an amount equal to the purchase.

L. Property, Financial Investments, and Contracting

The school district is subject to and must comply with Minnesota Statutes, sections 15.054 and 118A.01 to 118A.06 governing government property and financial investments and sections 471.38, 471.391, 471.392, and 471.425 governing municipal contracting.

M. Mandatory Disclosures

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

The disclosure must be made in writing to the DOE, MDE, and the MDE Office of Inspector General (if applicable). School districts are also required to report matters related to school district integrity and performance in accordance with Appendix XII of 2 Code of Federal Regulations, part 200. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

IX. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

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

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

B. Compensation – Fringe Benefits

1. During leave

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

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and

c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the school district's written policies.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established school district written policies.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification

Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs

Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district

policy; and

4. Meeting the definition of “direct cost” in the applicable cost principles of the Uniform Grant Guidance.

E. Travel Costs

Under 2 Code of Federal Regulations, section 200.475, travel costs include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. The method used must be consistent with those normally allowed in like circumstances in the school district’s other activities and in accordance with the school district’s established written policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations as a result of the school district’s written policy.

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

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

Temporary dependent care costs above and beyond regular dependent care are allowable provided that these costs are:

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

X. SUBRECIPIENT MONITORING

A. The school district will:

1. Verify that the subrecipient is not excluded or disqualified in accordance with 2

Code of Federal Regulations, section 180.300. Verification methods are provided in section 180.300, which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving federal funds.

2. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information provided below. A pass-through entity must provide the best available information when some of the information below is unavailable. A pass-through entity must provide the unavailable information when it is obtained.

- a. Required information includes:

- (1) Federal award identification

- i. Subrecipient's name (must match the name associated with its unique entity identifier);
 - ii. Subrecipient's unique entity identifier;
 - iii. Federal Award Identification Number (FAIN);
 - iv. Federal Award Date;
 - v. Subaward Period of Performance Start and End Date;
 - vi. Subaward Budget Period Start and End Date;
 - vii. Amount of Federal Funds Obligated in the subaward;
 - viii. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity, including the current financial obligation;
 - ix. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
 - x. Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA);
 - xi. Name of the Federal agency, pass-through entity, and contact information for awarding official of the pass-through entity;
 - xii. Assistance Listings title and number; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement;
 - xiii. Identification of whether the federal award is for research and

development; and

xiv. Indirect cost rate for the federal award (including if the de minimis rate is used in accordance with 2 Code of Federal Regulations, section 200.414).

- (2) All requirements of the subaward, including requirements imposed by Federal statutes, regulations, and the terms and conditions of the Federal award;
- (3) Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its responsibilities under the Federal award. This includes information and certifications (see 2 Code of Federal Regulations, section 200.415) required for submitting financial and performance reports that the pass-through entity must provide to the federal agency;
- (4) Indirect cost rate:
- (5) A requirement that the subrecipient permit the pass-through entity and auditors to access the subrecipient's records and financial statements for the pass-through entity to fulfill its monitoring requirements; and
- (6) Appropriate terms and conditions concerning the closeout of the subaward.

- 3. Evaluate each subrecipient's fraud risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in 2 Code of Federal Regulations, section 200.332, paragraph (f). When evaluating a subrecipient's risk, a pass-through entity should consider the following:
 - a. The subrecipient's prior experience with the same or similar subawards;
 - b. The results of previous audits. This includes considering whether or not the subrecipient receives a Single Audit in accordance with 2 Code of Federal Regulations, part 200, subpart F and the extent to which the same or similar subawards have been audited as a major program;
 - c. Whether the subrecipient has new personnel or new or substantially changed systems; and

- d. The extent and results of any federal agency monitoring (for example, if the subrecipient also receives federal awards directly from the federal agency).
- 4. If appropriate, consider implementing specific conditions in a subaward as described in 2 Code of Federal Regulations, section 200.208 and notify the Federal agency of the specific conditions.
- 5. Monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved. In monitoring a subrecipient, a pass-through entity must:
 - a. Review financial and performance reports.
 - b. Ensure that the subrecipient takes corrective action on all significant developments that negatively affect the subaward. Significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notifications from a subrecipient of adverse conditions which will impact their ability to meet the milestones or the objectives of a subaward. When significant developments negatively impact the subaward, a subrecipient must provide the pass-through entity with information on their plan for corrective action and any assistance needed to resolve the situation.
 - c. Issue a management decision for audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by 2 Code of Federal Regulations, section 200.521.
 - d. Resolve audit findings specifically related to the subaward. However, the pass-through entity is not responsible for resolving cross-cutting audit findings that apply to the subaward and other Federal awards or subawards. If a subrecipient has a current Single Audit report and has not been excluded from receiving Federal funding (meaning, has not been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant agency for audit or oversight agency for audit to perform audit follow-up and make management decisions related to cross-cutting audit findings in accordance with 2 Code of Federal Regulations, section 200.513(a)(4)(viii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.
- 6. Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in 2 Code of Federal Regulations, section 200.332,

paragraph (c)), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

- a. Providing subrecipients with training and technical assistance on program-related matters;
 - b. Performing site visits to review the subrecipient's program operations; and
 - c. Arranging for agreed-upon-procedures engagements as described in 2 Code of Federal Regulations, section 200.425.
7. Verify that a subrecipient is audited as required by 2 Code of Federal Regulations, part 200, subpart F.
 8. Consider whether the results of a subrecipient's audit, site visits, or other monitoring necessitate adjustments to the pass-through entity's records.
 9. Consider taking enforcement action against noncompliant subrecipients as described in 2 Code of Federal Regulations, section 200.339 and in program regulations.

XI. CONFLICT OF INTEREST

A. Standards of Conduct

The school district will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

- B. No employee, officer, agent, or board member may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, agent, or board member, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, agents, and board members of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, agents, or board members of the school district. Disciplinary actions may be undertaken pursuant to the school district's Discipline, Suspension, and Dismissal of School Employees policy.

The school district's Conflict of Interest policies and procedures provide additional measures regarding conflicts of interest.

C. Organizational Conflicts of Interest

If the school district has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the school district must maintain written standards concerning organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization.

D. Disclosing Conflicts of Interest

The school district will disclose in writing any potential conflict of interest to MDE in accordance with established federal agency policies.

Legal References: Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 16C.28 (Contracts; Awards)
Minn. Stat. § 118A.01-.06 (Deposit and Investment of Local Public Funds)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.391 (Declaration Form)
Minn. Stat. § 471.392 (Penalty)
Minn. Stat. § 471.425 (Prompt Payment of Local Government Bills)
18 U.S.C. (Crimes and Criminal Procedures)
31 U.S.C. §§ 3729–3733 (False Claims)
2 C.F.R. § 180.215 (Which Nonprocurement Transactions are Not Covered Transactions)
2 C.F.R. § 180.300 (What Must I Do before I Enter Into a Covered Transaction with Another Person at the Next Lower Tier?)
2 C.F.R. 200 Subpart E (Cost Principles)
2 C.F.R. 200 Subpart F (Audit Requirements)
2 C.F.R. § 200.1 (Definitions)
2 C.F.R. § 200.101 (Applicability)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Merit of Proposals)
2 C.F.R. § 200.208 (Specific Conditions)
2 C.F.R. § 200.214 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Federal Payment)
2 C.F.R. § 200.310 (Insurance Coverage)

2 C.F.R. § 200.311 (Real Property)
 2 C.F.R. § 200.312 (Federally-owned and Exempt Property)
 2 C.F.R. § 200.313(d) (Equipment)
 2 C.F.R. § 200.314 (Supplies)
 2 C.F.R. § 200.315 (Intangible Property)
 2 C.F.R. § 200.318 (General Procurement Standards)
 2 C.F.R. § 200.319 (Competition)
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
 2 C.F.R. § 200.328 (Financial Reporting)
 2 C.F.R. § 200.332 (Requirements for Pass-Through Entities)
 2 C.F.R. § 200.339 (Remedies for Noncompliance)
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 2 C.F.R. § 200.413 (Direct Costs)
 2 C.F.R. § 200.414 (Indirect Costs)
 2 C.F.R. § 200.415 (Required Certifications)
 2 C.F.R. § 200.425 (Audit Services)
 2 C.F.R. § 200.430 (Compensation – Personal Services)
 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
 2 C.F.R. § 200.447 (Insurance and Indemnification)
 2 C.F.R. § 200.463 (Recruiting Costs)
 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 2 C.F.R. § 200.474 (Transportation Costs)
 2 C.F.R. § 200.475 (Travel Costs)
 2 C.F.R. § 200.513 (Responsibilities)
 2 C.F.R. § 200.521 (Management Decisions)
 45 C.F.R. § 75.2 (Definitions)
 45 C.F.R. § 75.317 (Insurance Coverage)
 45 C.F.R. § 75.320 (Equipment)
 48 C.F.R. Subpart 2.1 (Definitions)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
 MSBA/MASA Model Policy 210 (Conflict of Interest-School Board Members)
 MSBA/MASA Model Policy 412 (Expense Reimbursement)
 MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
 MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
 MSBA/MASA Model Policy 702 (Accounting)
 MSBA/MASA Model Policy 703 (Annual Audit)

Resources: Minnesota Department of Education (MDE): [Procurement Handbook](#) [January 8, 2025] (accessed 01/07/26)
 MDE: [Competitive Proposal Method](#) [April 2020] (accessed 01/07/26)
 Office of Management and Budget: [OMB Guidance for Federal Financial](#)

[Assistance \(Uniform Guidance\)](#) (accessed 02/20/26)

U.S. DOE: [Education Department General Administrative Regulations \(EDGAR\) and Other Applicable Grant Regulations](#) (accessed 01/09/26)

U.S. DOE: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (accessed 01/09/26)



Minneota Public School District

Policy 722

Adopted: August 1995

Revised: JulyNovember 20265

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained, or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, “individual” includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. An inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for the inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. **REQUESTS FOR PUBLIC DATA**

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. The date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before responding to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist, but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon after that as possible and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist, and provide arrangements for an inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 4. The school district is not required by the MGDPA to create or collect new data in response to a data request or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.
- C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
1. A request for the preparation of summary data must include the following information:
 - a. The date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to prepay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA ~~BY~~ ABOUT AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within thirty (30) days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

- H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration (“Commissioner”) shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes, section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the Commissioner’s order issued under Minnesota Statutes, chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject’s parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:
 - a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at twenty-five (25) cents for a one-sided copy or fifty (50) cents for a two-sided copy.
 - b. More than one hundred (100) pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.) and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for ~~by~~in cash or by check in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. SAFE AT HOME PARTICIPANTS AND DATA PRIVACY

Prohibition of Discrimination

The school district must not, on the basis of an individual's status as an Address Confidentiality Program participant where a reasonable person, considering all the circumstances, would conclude that the refusal, different terms or requirements, or other action was motivated by the individual's status as a program participant rather than by a legitimate, nondiscriminatory business purpose, safety or operational concern, or a requirement of federal or state law:

- A. refuse to provide education services to an individual;
- B. provide services to an individual on different terms or with different requirements than an individual who is not a program participant; or
- C. otherwise discriminate against an individual.

~~IX.X.~~ ANNUAL REVIEW AND POSTING

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the

school district's website.

Data Practices Contacts

Responsible Authority:

Scott Monson
Minneota Public Schools
507-872-6532;
scott.monson@minneotaschools.org

Data Practices Designee(s):

Scott Monson
Minneota Public Schools
507-872-6532;
scott.monson@minneotaschools.org

Data Practices Compliance Official:

Scott Monson
Minneota Public Schools
507-872-6532;
scott.monson@minneotaschools.org

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MPS Policy 406 (Public and Private Personnel Data)
MPS Policy 515 (Protection and Privacy of Pupil Records)

Resources: MN Department of Administration: [Actual Cost](#)
MN Department of Administration: [Copy Costs](#)
MN Department of Administration: [Education Data](#)

**INDEPENDENT SCHOOL DISTRICT NO. 414
PUBLIC DATA REQUEST FORM**

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY ____ COPIES ONLY** ____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

** Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.*



Minneota Public School District Policy 213

Adopted: March 18, 2010

Revised: ~~December~~ August 2026⁴

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees or school board representation:
1. Committee - Building & Grounds and LTFM [Long-Term Facilities Maintenance]
 2. Committee - Finance
 3. Committee - Food Service
 4. Committee - Marketing and Communications
 5. Committee - MSHSL [Minnesota State High School League]
 6. Committee - Negotiations/Personnel
 7. Committee - Policies & Procedures
 8. Committee - Technology and Artificial Intelligence Task Force
 9. Committee - Transportation
 10. Representation - Community Education
 11. Representation - Continuing Education
 12. Representative - MSBA [Minnesota School Boards Association] Legislative Liaison
 13. Representative - MRVED [Minnesota River Valley Education District]
 14. Representation - Q-Comp and Staff Development
- B. The school board will establish, by resolution, for each standing or ad hoc committee or representative the number of members, the term, and the charge or mission of each ~~such~~ committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)



Minneota Public School District

Policy 415

Adopted: March 2010

Revised: August~~October~~ 2026~~64~~

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to comply fully with Minnesota Statutes, section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being_a or has been_a maltreated_; or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. "Abuse" means:
 - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
 - 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging,

derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.
4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated reporters" means a professional or professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

- H. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes, section 626.5572, Subd. 17.
- J. “School personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. “Vulnerable adult” means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes, chapter 245A, except as excluded under Minnesota Statutes, section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to provide adequately for the individual’s own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual’s self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful

in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minnesota Statutes, section 13.02 to the extent necessary to comply with the above reporting requirements.

- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy should appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.
- C. This policy should be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



Minneota Public School District

Policy 533

Adopted: September 2006

Revised: AugustDecember 20264

533 WELLNESS

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent, and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and updating of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GUIDELINES

A. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including encouraging healthy snack alternatives at functions such as classroom parties, classroom snacks and food incentives.
3. Schools will not withhold food or beverages as punishment.
4. The school district will allow marketing and advertising of only those food and beverages that meet the Smart Snacks in School nutrition standards.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.

2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
 - b. Classroom snacks brought by parents. The school district will provide ~~to~~ parents with a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
 3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.
- E. Food and Beverage Marketing in Schools
1. School-based marketing will be consistent with nutrition education and health promotion.
 2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. **WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure ~~that each school implements~~implementation of the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

IV. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district and available on the school website under policies.
2. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate. Food service staff will participate in a triennial assessment to review compliance with this policy.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.

2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1758b (Local Wellness Policy)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov



Minneota Public School District District Procedures

Adopted: August 2026

DISTRICT PROCEDURES: PRESCHOOL PROGRAMMING AND TUITION-FEES

1. PURPOSE

Minneota Public Schools provides preschool programming designed to support early childhood development and school readiness. Because preschool participation is voluntary and not part of Minnesota's compulsory education system, the School Board may establish tuition and fees to support program operations. These procedures establish expectations for tuition payment and authorizes administrative procedures for collection of preschool tuition.

2. TUITION REQUIREMENT

Participation in district preschool programs may require payment of tuition as established by the School Board. The School Board shall approve annually:

- Preschool tuition rates
- Payment schedules
- Any applicable registration or program fees

Tuition information will be clearly communicated to families prior to enrollment.

3. PAYMENT EXPECTATIONS

Families enrolling a student in the district's preschool program must agree to the district's tuition payment requirements. Payment options may include:

- Full payment prior to the start of the program
- Monthly installment payments
- Other payment plans approved by the district

A signed Preschool Tuition Payment Agreement may be required prior to finalizing enrollment.

4. DELINQUENT ACCOUNTS

The district expects tuition payments to be made according to the agreed-upon schedule. If tuition payments become delinquent, the district may take appropriate steps including:

- Providing written notice of overdue balances
- Requiring payment arrangements
- Temporarily suspending participation in the preschool program
- Removing the student from the program
- Referring unpaid balances for collection, consistent with district procedures and applicable law

The district will make reasonable efforts to work with families experiencing financial hardship.

5. EQUITY AND CONSISTENCY

Administration will apply tuition policies consistently and fairly. Families experiencing financial hardship are encouraged to contact the district to discuss payment options.

6. ADMINISTRATIVE PROCEDURES AUTHORITY

The Superintendent or designee shall develop administrative procedures to implement this policy.

7. PRESCHOOL TUITION BILLING AND COLLECTION PROCEDURES

These procedures establish consistent administrative practices for managing preschool tuition payments.

7.1 Minneota Public Schools Preschool Tuition Information

Thank you for enrolling your child in Minneota Public Schools Preschool! Our program provides high-quality early learning experiences to help children develop the skills needed for kindergarten success. Because preschool is a voluntary program, because the district receives minimal state or federal aid or revenue for the program, and because the program is not close to being fully-funded, our preschool programs are conducted through Community Education. The preschool tuition/fees we charge help support staffing, materials, and program operations and offset some of the program costs.

7.2 Enrollment Requirements

Prior to beginning preschool services, families must:

- Complete preschool registration
- Sign the **Preschool Tuition Payment Agreement**
- Select a payment option

Enrollment may not be completed until these steps are completed.

7.3 Tuition Billing

The district will provide families with:

- Tuition amount
- Payment schedule
- Due dates

7.4 Payment Options

Payments may be accepted through district-approved payment methods, including:

- Online payment system
- Check or cash
- Automatic payments when available

7.5 Payment Due Dates

Unless otherwise approved:

- Monthly payments are due on the **1st of each month**
- Payments are considered late after **10 calendar days**

7.6 Delinquency Notification Process

The district will follow a consistent communication process.

Days Past Due	Action
10 days	Written reminder sent
20 days	Second notice and personal contact attempt
30 days	Written notice of possible program suspension
45 days	Student may be removed from program or account referred for collection

7.7 Program Participation

If tuition becomes significantly delinquent, the district may:

- Require payment of the overdue balance
- Establish a payment arrangement
- Temporarily suspend preschool attendance
- Remove the student from the program

The Superintendent or designee will make decisions.

7.8 Financial Hardship

The district recognizes that families may experience financial hardship. Families may request:

- Temporary payment adjustments
- Modified payment plans
- Other arrangements approved by administration

Requests should be made to the district office.

7.9 Collections

Accounts that remain unpaid after reasonable attempts to collect may be:

- Referred to a collection agency
- Pursued through other lawful collection methods

The district will comply with all applicable laws when collecting unpaid tuition.

7.10 Tuition Payments

Families will receive:

- Total tuition amount
- Payment schedule
- Payment due dates

Payment options may include:

- Paying the full amount before the school year begins
- Monthly payment plan
- District-approved payment arrangements

7.11 Payment Methods

Payments may be made through:

- Check payable to Minnesota Public Schools
- Online payment system
- Other district-approved methods

7.12 If a Payment Is Late

We understand that things happen. If a payment is missed:

- A reminder will be sent
- The district may contact you to discuss payment options

Our goal is always to work with families whenever possible.

7.13 If Payments Become Delinquent

If tuition remains unpaid for an extended period, the district may need to:

- Pause preschool attendance until payments are current
- Arrange a payment plan
- Remove the student from the program

We will communicate with families before any of these steps occur.

7.14 Financial Hardship

If your family is experiencing financial difficulty, please contact the district office as soon as possible.
We are happy to discuss payment options.

8. ADDITIONAL INFORMATION OR QUESTIONS

Melinda Stiklestad
Preschool Coordinator
507-872-6175, ext. 1152

melinda.stiklestad@minneotaschools.org

Nicolle Johnston
Elementary Principal
507-872-6175, ext. 1160

nicolle.johnston@minneotaschools.org

Tara Skorczewski
Business Manager
507-872-6175, ext. 1132

tara.skorczewski@minneotaschools.org

We appreciate your partnership and look forward to a great preschool experience for your child!



Minneota Public School District District Procedures

Adopted: August 2026

DISTRICT PROCEDURES: SCHOOL VEHICLE CHECKOUT AND USE

1. PURPOSE

The purpose of these procedures are to establish clear expectations for the reservation, checkout, operation, care, and return of school district vehicles. All employees authorized to operate district vehicles are expected to comply with these procedures to help ensure vehicle safety, cleanliness, accountability, and availability for all users.

2. SCOPE

This procedure applies to all district-owned or school vehicles.

3. AUTHORIZED DRIVERS

- 3.1 Only employees approved by the school district and possessing a valid driver's license appropriate for the vehicle being operated may check out and drive district vehicles.
- 3.2 Employees must comply with all district policies and procedures, state laws, and safety requirements while operating district vehicles.
- 3.3 Use of district vehicles is limited to approved school district business, activities, and functions.

4. VEHICLE RESERVATIONS AND SCHEDULING

- 4.1 All district vehicle use must be scheduled through and approved by the designated district office procedures and approved by the Business Manager for vehicle reservations.
- 4.2 Employees may not take or use a vehicle that has already been reserved by another employee, group, or program.
- 4.3 Changes to reservations or cancellations should be communicated to the Business Manager as soon as possible.

5. VEHICLE CHECKOUT EXPECTATIONS

- 5.1 Drivers are responsible for picking up vehicle keys and any required forms prior to departure.
- 5.2 Before operating the vehicle, drivers must complete the required pre-trip inspection and documentation.
- 5.3 Drivers should inspect the vehicle for visible damage, cleanliness concerns, warning lights, fuel level, and overall operational condition.
- 5.4 Any concerns or damage identified prior to departure must be reported to the Director of Buildings and Grounds immediately.

6. VEHICLE OPERATION AND SAFETY

- 6.1 Seat belts must be worn by all occupants at all times.
- 6.2 Drivers are expected to operate district vehicles in a safe, lawful, and professional manner.
- 6.3 Use of cell phones or electronic devices while driving must comply with Minnesota law and district expectations.
- 6.4 Smoking, vaping, alcohol, illegal substances, or inappropriate conduct are prohibited in district vehicles.

7. FUELING REQUIREMENTS

- 7.1 Drivers are expected to return district vehicles with at least three-quarter ($\frac{3}{4}$) fuel level.
- 7.2 Whenever possible, vehicles should be returned with a full tank of fuel.
- 7.3 Fuel purchases should follow district procedures and documentation requirements.

8. VEHICLE CLEANLINESS AND CARE

- 8.1 Vehicles must be returned in clean condition.
- 8.2 Drivers are responsible for removing or cleaning up any garbage, food containers, personal belongings, and other debris before returning the vehicle.
- 8.3 Any spills, excessive dirt, or unusual cleanliness concerns should be addressed prior to vehicle return.
- 8.4 Drivers are expected to report to the Buildings and Grounds Director any maintenance concerns or mechanical issues promptly.

9. VEHICLE RETURN PROCEDURES

- 9.1 Vehicles must be returned on time to avoid disrupting other scheduled users.
- 9.2 Drivers are responsible for returning keys, mileage logs, inspection forms, fuel receipts, and any other required documentation.
- 9.3 If a vehicle will be returned late, the employee must notify the Business Manager as soon as possible.

10. ACCIDENTS, DAMAGE, AND MECHANICAL ISSUES

- 10.1 Any accident, damage, traffic citation, or mechanical issue involving a district vehicle must be reported immediately to the Business Manager.
- 10.2 Drivers must cooperate fully with any required documentation, investigation, or insurance reporting procedures.

11. RESPONSIBILITY AND ACCOUNTABILITY

- 11.1 School vehicles are to be used to transport school staff and students only.
- 11.2 School vehicles are reserved for school business only; they are not to be used for personal use or to transport non-school related adults or children.
- 11.3 Employees are responsible for complying with all vehicle use expectations and procedures.
- 11.2 Failure to follow district vehicle procedures may result in loss of vehicle use privileges, corrective action, required reimbursement for damages or cleaning costs, and/or other disciplinary action consistent with district policy and applicable agreements.

The school district reserves the right to revise or modify these procedures as needed to support safe, efficient, and responsible use of district vehicles.



Minneota Public School District District Procedures

Adopted: August 2026

DISTRICT PROCEDURES: CREDIT CARDS

1. PURPOSE

The purposes of this document are to:

- A. control the use of credits cards.
- B. ensure the proper usage of credit cards.
- C. authorize the use of a credit card by a school district employee otherwise authorized to make a purchase on behalf of the school district.

2. GENERAL STATEMENT

Credit card usage shall be consistent with all statutes, laws, rules, and-or school district policies or procedures. Credit card usage must also follow recommendations made by the district's auditors and the Minnesota Office of the State Auditor.

3. SCOPE

These procedures apply to all employees who request access to the use of a district issued credit card.

4. PROCEDURE:

- 4.1 The School Board shall authorize the Superintendent or designee to identify the employees who are authorized to make purchases on behalf of the district. Credit cards shall only be used by those employees authorized to make purchases.
- 4.2 The Business Manager will maintain a listing of credit card accounts and a listing of personnel authorized to purchase with the respective credit cards.
- 4.3 All credit cards will be kept in a secure place when not in use.
- 4.4 The authority to use credit cards does not authorize the creation of a new form of debt for the district; credit cards are to be considered another form of authorized payment.
- 4.5 All receipts and other supporting documents must be submitted to the district's Business Manager in a timely manner for review and approval – a timely manner is the same month as the purchase(s) was or were made.
- 4.6 Itemized receipts are required for substantiation of credit card usage. If the school district does not authorize a credit card purchase, the employee who made the purchase will be personally liable for the amount of purchase.
- 4.7 If a credit card is lost or stolen, the authorized user shall notify the district's finance office immediately.

5. AUTHORIZED USE

- 5.1 All authorized users are required to provide a signed, written acknowledgement of the district's credit card policy prior to the use of a district issued credit card.
- 5.2 Any purchases using the credit cards must be within Independent School District #414 expenditure policies, procedures, practices and Minnesota Statute 123B.02 Subd. 23. Purchases not meeting these requirements will be the personal responsibility of the employee using the card.
- 5.3 Credit card charges must be within budgetary guidelines.
- 5.4 Credit card charges shall be limited to purchases that are made in the regular course of business and for business travel expenses incurred by authorized credit card users. Travel expenses shall include meals, lodging, conference registration, transportation, and parking.
- 5.5 The following information provides examples of purchases that are appropriate for the Minnesota Public Schools' Credit Card:
 - Fuel (District #414 owned vehicles only)
 - Approved supplies for your program
 - Conference/Seminar registrations
 - Travel/Conference expenses (employee only)
 - On-Line Purchases
 - Wal-Mart
 - Coborn's
 - Other miscellaneous items that apply to your program and budget.

6. UNACCEPTABLE CARD CREDIT PURCHASES

- 6.1 Credit cards will not be used for cash advances.
- 6.2 The purchase of alcoholic beverages and tobacco is prohibited.
- 6.3 The purchase of non-business related and/or personal items and services is prohibited.
- 6.4 The following items define where the Credit Card is not an appropriate choice:
 - Personal purchases (i.e., including spouse/family costs for attending a conference such as higher room costs, meals, etc.)
 - Alcoholic Beverages/tobacco
 - Lottery Tickets
 - Cash Advances, or ATMS's
 - Gift Certificates
 - Fuel for personal use or vehicle

This list is not intended to be all-inclusive. If you have specific questions, please call the District Office for assistance.

7. RESPONSIBILITIES

- 7.1 Adhere to the procedures outlined in the document.
- 7.2 To meet State and District payment policies, it is required that you submit all original receipts with the monthly statement for all purchases made using the credit card.
- 7.3 If you purchase via phone or mail, require the merchant to include a receipt with the goods when the product is shipped to you. If that is not possible, you must obtain a packing slip when the shipment is received to document the purchase.

8. COMPLIANCE AND MISUSE

Misuse of the credit card includes:

- using the credit card for personal purchases
- Purchase of unauthorized items
- Use of the credit card by someone other than the cardholder
- Fraudulent or inaccurate record keeping
- Or diverting legitimate school purchases to personal use

In the case of misuse, the individual responsible will pay all transaction fees and forfeit further use of the credit card. Employees who violate this procedure may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties.

9. SALES TAX

9.1 Purchases of items by public schools for their own use are generally exempt from sales tax. The exemption applies to the public schools, not to the individual.

9.2 It is the cardholder's responsibility to notify the merchant that Independent School District #414 is tax exempt. The state tax exempt number and form are available from the District Administration Office. You will need to make a copy of the form, insert the vendor name, and then date the form prior to issuance (i.e., faxing or mailing). Do not distribute this form to any other employee in the organization. If they need one, they will be provided with a copy.

9.3 Additional information on sales tax for purchases is available at: www.taxes.state.mn.us.

9.4 Should you have additional questions, please contact the District Office for assistance.

10. RESPONSIBLE DEPARTMENT

The Superintendent and/or Business Manager are responsible for updating and maintaining these procedures, along with compliance with the procedures.

ACKNOWLEDGEMENT OF RECEIPT OF ISD 309 CREDIT CARD

I acknowledge that, on the date indicated below, I received my credit card. I have received a copy of the procedure policy explaining the use and responsibilities of the credit card.

I understand that:

- The Independent School District #414 credit card can be a cost-effective method for the purchase and payment of small dollar material transactions.
- The credit card is to be used solely for business purchases; not personal purchases.
- I am responsible for reconciling monthly statements and maintaining accurate accounting records.
- Should my employment with Independent School District #414 terminate, I am responsible for returning the credit card to the District Office.
- If the credit card is used for personal purchases, for unauthorized items or by someone other than myself with my knowledge, I hereby agree to personally pay either Independent School District #414 or the vendor for such purchases and hereby authorize Independent School District #414, if necessary, to withhold from my paycheck any amount necessary to pay these charges.

Name of Cardholder: _____ Date: _____
(Please Print)

Cardholder's Signature: _____

NOTE: In addition to the above consequences for misuse of the credit card, Independent School District #414 retains the right to take further action, whether in the form of disciplinary action, termination of employment, and/or legal prosecution, in the event of gross misuse or fraud involving District funds, criminal charges may be filed.



Minneota Public School District District Procedures

Adopted: August 2026

DISTRICT PROCEDURES: TYPE III VEHICLES, DRIVER TRAINING, AND USE

1. PURPOSE

The purpose of this procedure is to establish clear expectations for Type III driver authorization, training, operational requirements, and accountability for employees transporting students in district-owned, leased, or authorized vehicles. These procedures are intended to support student and staff safety, legal compliance, operational consistency, and appropriate documentation practices.

2. SCOPE

This procedure applies to all employees, coaches, advisors, volunteers, and other individuals authorized by the school district to transport students in Type III vehicles for school-related activities, programs, or functions.

3. DEFINITIONS

- 3.1 A Type III vehicle is a passenger vehicle, van, SUV, or similar vehicle designed to transport ten (10) or fewer occupants, including the driver, and a gross vehicle weight rating of 10,000 pounds or less.
- 3.2 Type III transportation includes student transportation provided in district-owned, leased, rented, or authorized vehicles other than traditional yellow school buses.

4. DOCUMENTATION AND RECORDKEEPING

- 4.1 The Activities Director and Business Manager shall maintain documentation demonstrating completion of required training and authorization requirements.
- 4.2 Driver qualification documentation may include:
 - Driver authorization forms
 - Training certificates or verification records
 - Behind-the-wheel evaluation documentation
 - Driver's license verification
 - Driving record reviews
 - Signed acknowledgment of district transportation procedures
- 4.3 Employees may not transport students unless all required documentation is current and on file with the district.

5. DRIVER ELIGIBILITY REQUIREMENTS

- 5.1 Drivers must possess a valid Minnesota driver's license appropriate for the vehicle being operated.
- 5.2 Drivers must be approved by the Business Manager prior to transporting students.
- 5.3 Drivers must complete all required Type III training requirements prior to transporting students.
- 5.4 Drivers must maintain an acceptable driving record consistent with district expectations and insurance requirements.
- 5.5 Drivers must immediately notify the district's Business Manager within 48 hours of any license suspension, revocation, restriction, traffic violation affecting driving eligibility, or other condition that may impact their ability to transport students safely.

6. REQUIRED TRAINING

- 6.1 Prior to transporting students, drivers must complete district-approved Type III driver training.
- 6.2 Required training shall include, but is not limited to:
 - Minnesota Type III transportation laws and requirements
 - Student safety responsibilities
 - Defensive driving practices
 - Emergency procedures and accident response
 - Vehicle inspection expectations
 - Loading and unloading procedures
 - Student conduct management
 - Distracted driving and cell phone restrictions
 - Weather-related driving considerations
 - Documentation and reporting expectations
- 6.3 Drivers must complete a required behind-the-wheel evaluation and vehicle familiarization process established by the district.
- 6.4 Behind-the-wheel evaluation and vehicle familiarization process trainings will be scheduled by the district in August, October, January, and March of each school year.
- 6.5 Drivers must complete refresher training annually or as otherwise required by law or district procedure.

7. VEHICLE OPERATION REQUIREMENTS

- 7.1 Seat belts must be worn by all occupants at all times.
- 7.2 Drivers are expected to operate vehicles in a safe, lawful, and professional manner.
- 7.3 Drivers must comply with all Minnesota traffic laws and district expectations.
- 7.4 Use of handheld electronic devices while driving is prohibited except as allowed by law.
- 7.5 Smoking, vaping, alcohol, illegal substances, or inappropriate conduct are prohibited in district vehicles.
- 7.6 Drivers may not exceed the manufacturer's approved passenger capacity or transport students in unsafe conditions.

8. VEHICLE INSPECTION AND SAFETY

- 8.1 Drivers are responsible for conducting a visual pre-trip inspection prior to transporting students.
- 8.2 Drivers must report safety concerns, warning lights, maintenance issues, or damage immediately to the designated district contact.
- 8.3 Vehicles used for student transportation must contain required safety equipment consistent with Minnesota requirements and district expectations. If any required safety equipment is missing or incomplete, drivers are responsible for letting the Buildings and Grounds Director know about this.

9. ACCIDENTS, INCIDENTS, AND REPORTING

- 9.1 Any accident, traffic citation, injury, vehicle damage, or mechanical issue involving student transportation must be reported immediately to the Business Manager.
- 9.2 Drivers must cooperate fully with district documentation, investigation, insurance, and reporting procedures.
- 9.3 Emergency situations involving student injury or safety concerns must be reported immediately to emergency responders and then to the Business Manager and district administration.

10. ACCOUNTABILITY AND COMPLIANCE

- 10.1 Employees are individually responsible for complying with all Type III transportation requirements, district procedures, and safety expectations.
- 10.2 Failure to comply with district transportation procedures may result in:
 - Suspension or revocation of driving authorization
 - Required retraining
 - Corrective or disciplinary action
 - Other consequences consistent with district policy and applicable agreements
- 10.3 The district reserves the right to deny or revoke driving privileges when necessary to support student safety, legal compliance, or operational needs.

11. REVIEW AND REVISION

The school district reserves the right to revise or modify these procedures as needed to maintain compliance with Minnesota law, insurance requirements, and district operational expectations.

RESOLUTION FOR ACCEPTANCE OF GIFTS/DONATIONS/GRANTS

Member _____ introduced the following resolution and moved its adoption:

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

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

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

From Who/m	For Who/What/Purpose	Amount	Date
Chris Meidt	Meidt Komp Donation	\$ 25,000	7/14/2026
Pamela Weckwerth	Meidt Komp Donation	\$ 300	7/14/2026
Janice Noyes	Meidt Komp Donation	\$ 5,000	7/9/2026
Geri Grape	Meidt Komp Donation	\$ 100	7/9/2026
Pat DeCock	Meidt Komp Donation	\$ 400	7/9/2026
Judy Hamerlinck	Meidt Komp Donation	\$ 125	7/9/2026
Brian Boe	Meidt Komp Donation	\$ 100	7/9/2026
Diane Hennen	Meidt Komp Donation	\$ 250	7/9/2026
Robert & Tamara Stassen	Meidt Komp Donation	\$ 275	7/9/2026
Kristi Fredricks	Meidt Komp Donation	\$ 75	7/9/2026
Twyla Hennen	Meidt Komp Donation	\$ 25	7/9/2026
Gayle VanVooren	Meidt Komp Donation	\$ 11,817.71	7/9/2026
Kevin Buysse	Meidt Komp In-Kind Donation	\$ 4,000	7/8/26
Total Monthly Donations		\$ 47,467.71	

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 22nd day of July, 2026.

Martin Hennen, Clerk